University Archivist and Coordinator of Information and Privacy

Full-time Continuing Position Available

Simon Fraser University Archives and Records Management Department invites applications for a University Archivist and Coordinator of Information and Privacy. We are seeking an exceptional, innovative leader who understands the evolving role of records, information and archives management in the digital age and who can conceive and convey a strategic vision. Reporting to the University Secretary and based at the Burnaby campus, this full-time continuing position is responsible for coordinating the management of the institution’s systems of record-keeping and record-keeping systems, coordinating university compliance with British Columbia’s *Freedom of Information and Protection of Privacy Act*, and preserving the University’s archives as well as privately donated archives. The successful candidate will be end-user focused, an excellent planner, possess a thorough understanding of the strategic importance and value of records as a key institutional asset, able to lead and motivate an outstanding team of 5 archivists and 2 support staff, and perform the responsibilities of a professional archivist.

The position will appeal to a leader with excellent communication and collaboration skills who enjoys building and maintaining strong working relationships with a variety of people at all levels inside and outside the University, an individual dedicated to delivering client-oriented programs and services to members of the university community and the general public, and a professional who has a demonstrated ability to promote and advance the Archives’ role and core values of stewardship, innovation, engagement and collaboration.

SFU Archives and Records Management is responsible for the administration of three corporate programs – archives, records management, and freedom of information and protection of privacy. Demonstrated experience in these three program areas is an asset and is in keeping with the Department's philosophy that its program areas are tied together by the concept of the record as a vital institutional resource that adds value to the university when managed effectively, but exposes the university to increased costs, risks, and liabilities when managed poorly. The successful candidate will work as a collaborative team leader of information management professionals, manage the overall operations of the Department and foster working relationships with partners internal and external to the University.

Working in collaboration with their colleagues, the successful applicant will be primarily responsible for overseeing and coordinating:

- **Strategic Direction, Leadership and Management:** The overall planning and goal setting of the Archives and Records Management Department and its many functions.

- **Archives Administration:** The identification, acquisition, preservation, discovery, and accessibility of archival records created by the University and its affiliated institutions, campus organizations, and individuals (collectively constituting the University community), as well as non-university records, in support of the University's core mission of teaching, learning, and research.

- **Records and Information Management:** The provision of a full range of records management services to approximately 180 academic and administrative units located on three campuses, enabling the University to manage its information assets effectively and efficiently. Services include records system design and retention scheduling, semi-active storage and retrieval, confidential destruction, and vital records identification and stewardship.

- **Digital Preservation and Curation:** A series of activities aimed at ensuring continued access to digital materials for as long as deemed necessary and beyond the limits of media failure or technological and
organizational change. Digital materials include "born-digital" records acquired from the University or from private donors as well as the products of digitization projects undertaken by the Archives.

- **FIPPA Administration**: Access to information and protection of privacy activities, which enable academic and administrative departments and programs to fulfill their legal obligations under British Columbia's *Freedom of Information and Protection of Privacy Act* (FIPPA).

- **Advising**: The provision of advice to Archives' research clientele, university employees and administrators, and FIPPA applicants on a full range of records-centric issues, ensuring all parties understand their rights and responsibilities while also ensuring that the University's legal and ethical obligations are met.

- **Education and Training**: The planning, delivery and evaluation of university-wide education and training on archives, records management, and access and privacy topics for the benefit of university employees and administrators as well as the Archives' research clientele.

- **Public Outreach and Marketing**: The promotion and marketing of the full range of archives, records management, and access and privacy services to both internal and external user communities.

- **Policy Development**: The development and implementation of university-wide and departmental records and information management policies, procedures, standards, and guidelines. Comments and provides feedback on university-wide policies that have record-making, record-keeping, long-term retention, preservation, or privacy and access implications.

- **Human Resource Management**: Staff relations, recruitment, hiring and performance management, labour relations issues, and training and professional development opportunities.

- **Financial Management**: All departmental and project budget planning activities, departmental expenditures and revenues, and all other financial transactions to ensure the prudent and effective use of departmental financial resources.

- **Facilities Management**: Departmental physical plant maintenance and space planning activities.

**SETTING:**

Ranked by respected national surveys as one of Canada’s top three comprehensive universities for the past 20 years, Simon Fraser University has also been named one of British Columbia’s Top Employers for 2019, as well as one of Canada’s Top 100 employers, and one of Canada's top family-friendly employers. SFU is a community-engaged research university, offering more than 100 undergraduate major and joint major programs and more than 45 graduate offerings, spanning many disciplines in eight faculties, and has an international reputation for its innovative interdisciplinary and professional programs. SFU is comprised of three thriving urban campuses located in Burnaby, Vancouver, and Surrey.

The SFU Archives and Records Management Department delivers an established records management program with the potential to expand, coordinates and provides comprehensive access to information and protection of privacy services, and has developed processes and implemented technologies to preserve digital records as well as make them discoverable and accessible online. Applicants are invited to visit the Archives and Records Management Department website for more information about the Department and its mission, vision and values.

[http://www.sfu.ca/archives.html](http://www.sfu.ca/archives.html)
QUALIFICATIONS

The required knowledge, skills and experience for this position include:

- **Education**: A Master's degree in archival studies, a Master's degree with an archival studies specialization, or an equivalent university degree earned in an information studies discipline.

- **Management Experience**: Successful management experience obtained through progressively more senior and responsible positions related to archives administration, records and information management, and/or access and privacy administration work.

- **Professional Knowledge and Experience**: Comprehensive knowledge of archival science, records and information management, and access to information and protection of privacy activities. Successful track record of planning, delivering and evaluating an integrated program of records centric initiatives and services for a complex organization.

- **Strategic Vision**: A strategic understanding of trends and issues in archives, digital records and information management, and technology developments relating to information discovery, access and preservation. An innovative thinker with experience and success in developing and implementing strategy. Capacity to envision, promote and advance the Archives' role in a rapidly evolving digital records environment and its contribution to achieving the University's mission and vision.

- **Leadership, Interpersonal and Communication Skills**: Excellent leadership and interpersonal skills with a proven ability to work collegially, collaboratively and effectively with people, both as a team leader and team member. Has a track record of successfully building and maintaining productive relationships with a broad range of people at all levels inside and outside the organization. A clear, articulate and effective communicator both orally and in writing.

- **User Focused**: Demonstrated commitment to and appreciation for client-oriented service.

- **Administrative Skills and Experience**: Able to effectively lead, coordinate and oversee a broad range of financial, human resource, facility and other administrative functions. Proven ability to set goals, problem-solve, work well under pressure, meet multiple deadlines and adapt to changing objectives and priorities. Has excellent research, analytical, critical thinking, organizational and decision making skills.

- **Professional Service**: An established record of professional development and service to the profession and community.

The desired knowledge, skills and experience for this position include:

- **General knowledge of federal and provincial acts and regulations that inform the operations of the Archives and Records Management Department (e.g., British Columbia Freedom of Information and Protection of Privacy Act, Copyright Act, University Act, the Electronic Transactions Act, and the British Columbia Personal Information Protection Act).**

- **Knowledge of and experience working in a higher education environment or in an organization of comparable size and complexity to a university.**

- **Political acumen in applying knowledge and networking skills to champion innovative models and practices in archives administration, records management, access and privacy administration, and digital preservation to further organizational goals.**

- **Experience developing customized information technology solutions in archival and information management settings.**
Experience with physical plant maintenance and space planning activities.

Training and/or education in the field of management.

Experience developing and promoting community engagement through outreach and exhibition programs.

Applicants for the position of University Archivist and Coordinator of Information and Privacy should demonstrate how they are qualified to perform the duties and responsibilities, and possess the required knowledge and skills, necessary for the successful delivery of the department’s corporate programs and services at Simon Fraser University. In addition, applicants should also demonstrate that they possess some or all of the desired knowledge and skills that would further enhance the delivery of those programs and services. See the link below for a more detailed description of the duties and responsibilities, and required and desired knowledge, skills and experience associated with this position:

http://www.sfu.ca/univsec/university-archivist-search.html

TERMS OF APPOINTMENT:

This is a full-time continuing position without term that is excluded from the SFU Faculty Association. Appointment will be made pursuant to Policy A13.09 Terms of Appointment and Remuneration for University Archivist and Coordinator of Information and Privacy. Only those applicants able to meet the responsibilities of a professional Archivist will be considered.

http://www.sfu.ca/content/dam/sfu/policies/files/academic_policies/13_series/A13.09.pdf

The successful applicant will be appointed at a salary level commensurate with their experience and qualifications. The position receives a faculty salary at the rank of Division Head and an administrative stipend equivalent to that received by an Associate Dean as set out in Policy A13.04. The respective salary scale and administrative stipend can be viewed at:

https://www.sfu.ca/content/dam/sfu/faculty-relations/collective-agreement/CA.pdf

and

http://www.sfu.ca/content/dam/sfu/policies/files/academic_policies/13_series/A13-04.pdf

Benefits information is available at the link below:

http://www.sfu.ca/faculty-relations/benefits-services.html

HOW TO APPLY:

Applicants are asked to submit a covering letter clearly demonstrating how your knowledge, skills, and experience correspond to the qualifications for this position, a curriculum vitae and the names and contact information of three references no later than October 27, 2019, 11:59 pm (PDT) to:

- Ian Forsyth, University Secretary at iforsyth@sfu.ca.
- Only applications received by email will be considered.
- Submit your covering letter and CV as one consolidated electronic file (MS Word or PDF).
- Quote in the email subject line: University Archivist Job Application.
Selections for interviews will be made on the basis of the information submitted. Applicants selected for an interview will be asked to make presentations to members of the community and search committee. We thank all applicants for their interest; only those applicants selected for an interview will be contacted.

Equity, diversity, and inclusion are essential to SFU’s excellence as an engaged university. SFU is committed to ensuring that no individual is denied access to employment opportunities for reasons unrelated to ability or qualifications. SFU encourages applications from all qualified individuals, including women, Indigenous people, persons with disabilities, visible minorities, people of all sexual orientations and gender identities, and others who may contribute to the further diversification of the university.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Under the authority of the University Act, Collection of Personal Information Policy (I 10.05), and Policy A13.09, personal information that is required by the University for academic recruitment and hiring competitions will be collected. For further details see:

http://www.sfu.ca/vpacademic/faculty_openings/Collection_Notice.html

POSTING DURATION AND PROJECTED START DATE

Applications will be accepted until October 27, 2019. Interviews are expected to be held in November 2019. The preferred start date is January 2, 2020.

SFU acknowledges the Squamish, Musqueam, Tsleil-Wautuh, Katzie and Kwikwetlem peoples on whose traditional territories our three campuses stand.