Posting
Information Management and Archives Supervisor

Deadline to apply: November 4, 2022
Posting number: JR0000033157
Hiring unit: McGill Library (ROAAr)
Assignment: McLennan Library
Work schedule: 33.75 hours/week
Salary scale: MPEX-Classe 2, $47,030.00 - $58,790.00 - $70,550.00
Supervisor: Director, University Archivist

BACKGROUND

Established in 1962, the McGill University Archives is the official custodian of the records and archives of the University. Its primary function is to promote good governance and accountability through the protection of the University’s documentary heritage and records and information assets, in all formats, by combined records management and archives services. The Archives advises departments and staff on the management and disposition of administrative records, in compliance with the University’s legal and regulatory requirements. The Archives provides expert leadership in the management and preservation of McGill University’s information assets and documentary heritage through the implementation of sound recordkeeping standards and best practice.

Position Summary:

The Information Management and Archives Supervisor provides a range of information management and recordkeeping services to McGill University’s Academic and Administrative Units; builds and promotes good governance and accountability of the University’s information assets with best practice in terms of retention and disposition. The supervisor fulfills this position in accordance with the goals and objectives of the MU Archives, while ensuring coherence with the University’s mission and culture.

Primary Responsibilities:

The Information Management and Archives Supervisor supports administrative and academic units in terms of information and recordkeeping services (transfer of records, retrieval, application of procedures and guidelines, provides advice on the use of records management tools).

The duties and responsibilities of the information management include, and are not limited to:

- Supervise and oversee the work of support staff including casual employees, and daily operations of records management and archives.
- Assist the Director & University Archivist in the building and the promotion good governance practices for the management of the University’s record assets, including performing functions related to planning and institutional analysis of the administrative records.
Participate in the planning, the development and the implementation of administrative processes standards policies and guidelines for the Archives and for the University related to records and information management.

Collaborate and contribute to the development McGill University Records Management operations system and tools, standards, procedures and guidelines (Classification Plan, Records Retention Schedule (MURRS), Metadata Taxonomy), and their application to administrative records.

Participate in the development of information management and archives training programs and in the presentation of such programs to the University community.

Provide training, instruction and support on recordkeeping requirements and use of the records management system to the University community.

Maintain relationship with administrative units and faculty promoting awareness, providing client services, counsel and solutions on ensuring compliance with records management procedures and best recordkeeping practice.

Perform and organize activities in support of the daily operations of information management and archives, including records requests and transfers from external units.

Participate in the assessment of University information systems and support information technology solutions, including a robust hybrid paper/electronic recordkeeping system.

Participate in the preliminary processing of private archives and institutional records transfers according to the policies and procedures of the Archives.

Contribute to the creation of finding aids and other reference tools according to archival standards to make the holdings available to researchers.

Provide support for archival inquiries and reference services.

Participate in applying the proper conservation and preservation standards and requirements to follow for all formats and media types.

Assist in the development of guidelines and measures for the identification and the protection of vital records.

Participate in various university committees and represent the Archives on external committees as required.

Inform and formulate recommendations to immediate supervisor.

Education & experience required:

DEC III – 3 Years Related Experience

Other Qualifying Skills and/or Abilities:

Master’s degree in Information and Archival Studies or Archival Studies Certificate degree combined with two-to-three-year experience is an asset. Knowledge and understanding of the legal framework governing McGill University and related requirements concerning information life cycle. Knowledge and experience with recordkeeping standards, procedures and guidelines. Knowledge in digitizing principles and requirements for administrative records. Knowledge of Canadian archival standards. Ability to conduct training sessions and workshops on records management for faculty and staff. High level of professionalism and commitment to the organization and its mission and the ability to work flexibly in a fast-changing environment. Ability to understand and respond to priorities and trends in the records management profession and University environment. Strong organizational skills with the ability to prioritize work and exercise independent judgment, common sense, and initiative. Ability to meet tight deadlines and work in a fast-paced environment; be detail oriented and accurate. Ability to supervise records and archives personnel, and casual
employees. High-level customer relations skills and proficiency in customer service delivery. Ability to
establish and foster sound and sustainable working relationships. Autonomy, strong interpersonal skills, and
ability to work independently and as part of a team. Ability to maintain a high level of discretion and
confidentiality. Ability to promote the Archives unit and its services to clients, including the ability to present
a positive image of the Archives, both internally and externally. Proficiency in general office equipment and
multiple computer software applications, including MS Windows, Microsoft 365, SharePoint, Teams.
Knowledge of hybrid (paper/electronic) information management platforms is an asset. Excellent oral and
written communication skills in both French and English. Essential functions require ability to use a computer
on a regular basis. Extended periods of intense concentration and attention to detail and accuracy of all data
entry. Essential functions will require maintaining physical condition necessary for sitting or standing bending,
crouching for prolonged periods of time. Capacity of lifting boxes up to 22kg /40 pounds and lifting overhead
due to height to retrieve and re-shelve records in storage. May be exposed to extreme temperatures and
dusty conditions in the storage facilities.

APPLICATION PROCEDURE

Internal Candidates: Current McGill employees must apply via internal postings on Workday. These are
accessed using the ‘Find Jobs’ report in Workday under the “Careers” application. Please refer to the job
aid: Applying at McGill Guide for Internal Candidates

External Candidates: Applicants who are not current McGill employees must apply via external postings
on Workday. Use the filters on the left-hand side to focus your search. The website will direct you to
create a Workday account. Please note you must use a personal email address when creating this account.
Do not use @mail.mcgill.ca or @mcgill.ca email addresses. Applicants must use their legal name when
creating an applicant account on Workday. Please refer to the job aid: Applying at McGill Guide for
External Candidates

COMMITMENT TO EQUITY AND DIVERSITY

At the McGill Library, we are committed to fostering an inclusive, accessible environment,
where everyone feels valued, respected and supported. We are dedicated to building a workforce
that reflects the diversity of our community.

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its
community. We welcome applications from racialized persons/visible minorities, women, Indigenous
persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and
gender identities, as well as from all qualified candidates with the skills and knowledge to
productively engage with diverse communities. McGill implements an employment equity program and
encourages members of designated groups to self-identify. Persons with disabilities who anticipate
needing accommodations for any part of the application process may contact, in confidence,
accessibilityrequest.hr@mcgill.ca.