

## Update

Ministry

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

#### Job Purpose and Organizational Context

Why the job exists:

enduring value and provincial significance within the legislative and regulatory framework of the Provincial Archives, Heritage Division and Government of Alberta (GOA).

The Director oversees both the Government Records and Private Records programs. The role supports, participates in and facilitates collaborations concerning the two programs as well as between the Provincial Archives and the broader GOA records and information management environment. As well, the Director develops and maintains relationships and partnerships with a diverse set of stakeholders, such as donors and communities of interest, to garner support and understanding of the archival mandate of the Provincial Archives.

This position directly supervises two Manager 2 roles who are in turn responsible for the day-to-day supervision of Archivists and Archival Technicians in the Government Records and Private Records programs. The Section includes 14 FTEs as well as a variety of Friends of the Provincial Archives of Alberta Society and other faith partner employees at any given time. On average, the Section's operations are supported by approximately 20 volunteers contributing considerable time to the Provincial Archives on a weekly basis.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

### **Acquire Government and Private Records of enduring value and provincial significance:**

- Oversees and manages the Collections Management Section with responsibilities related to the full spectrum of archival work from official corporate records of the GOA to Private Records, resulting in collecting and information gaps being identified and filled as well as an increasingly diverse and inclusive variety of records being acquired.
- Ensures the acquisition of Government and Private Records is made within a sound professional and operational framework of theoretical, practical and legislative considerations, resulting in sound institutional acquisition decisions being made.
- Provides leadership related to the Government of Alberta records and information management initiatives (e.g., GoA records retention and disposition schedule modernization) and committees (e.g., Alberta Records Management Advisory Committee) in both paper and electronic environments, resulting in both public accountability and transparency.
- Monitors the Provincial Archives' holdings to ensure that they are well maintained and that clear, streamlined, functional policies and procedures are in place, resulting in an appreciation for the Archives' core archival functions and mandate at all levels of government and the general public.

### **Preserve Government and Private Records of enduring value and provincial significance:**

- Oversees the management of Provincial Archives' holdings (e.g., 70,000 metres of textual records; 160,000 maps, plans and drawings; 2.4 million photographs; 90,000 film, video and audio recordings), resulting in the long-term preservation of this unique "one of a kind" government asset.
- Continues to promote, support and develop preservation initiatives, resulting in archival records in digital form being accessible in the same capacity as all other Provincial Archives holdings.
- Supports the Provincial Archives' role as a "preservation centre of excellence" by overseeing and managing preventive preservation activities of the Section as they relate to the processing of all Government and Private Records formats (e.g., textual, photographic, audiovisual, oversize and digital), resulting in the Archives' ability to safeguard its holdings in an effective, cost-efficient and proactive manner.

### **Make available Government and Private Records of enduring value and provincial significance:**

- Contributes to the content development of a fully integrated and interactive "one-stop-shop" to all Provincial Archives' holdings in a virtual environment, resulting in i) a searchable, online collections management system that is compliant with archival standards, and ii) online research aids (e.g., an Indigenous Resources Guide guiding researchers to associated archival records) to help locate and use materials found in the Archives' holdings.
- Promotes volunteer opportunities within the Section, and supports existing and establishes new educational practicum, internship and training experiences as well as professional exchange opportunities.

## **Provide leadership and support to the ongoing operations and projects of the Provincial Archives:**

- Acts as primary building issues contact with Alberta Infrastructure/Facility Operator.
- As a key Branch Management Committee member, supports the provision of effective, timely and professional strategic, business and operational advice and information related to: i) branch priority setting, including identification of Section human and financial resource needs; ii) ministry business and capital planning, including enterprise risk management; iii) ministry action request responses, including briefing notes; and, iv) statistical and other reporting obligations.
- Ensures professional development, training, coaching and mentor-ship opportunities, resulting in sustainability of a highly skilled and experienced Section team.
- Builds and maintains relationships with and provides leadership expertise to i) provincial and national archival communities and ii) existing and new partner and stakeholder groups, including the Archives Society of Alberta, Friends of the Provincial Archives Society, Alberta Genealogy Society and Historical Society of Alberta.
- Represents the Provincial Archives on divisional collections management policy- and strategy-related discussions and work, as required.
- Ensures staff members are aware of Section responsibilities related to all pertinent legislation impacting Provincial Archives' operations.
- Leads research of current/future trends related to collections management, records and information management, digital records and access to archival information, to gain an understanding of immediate and emerging client needs.

## **Problem Solving**

Typical problems solved:

- Requires strategic and analytical thinking to assess situations, decide on courses of action and implement solutions in support of the mandate of the Provincial Archives to acquire, preserve and provide access to records of enduring value and provincial significance.
- Provides oversight and leadership regarding the ongoing management and long-term preservation of the Government of Alberta's multimillion dollar asset of archival holdings.
- Balances sometimes competing interests, expectations and requirements of both stakeholders and clients (e.g., private donors versus ministry records requirements and pressures) while ensuring compliance with relevant legislative, regulatory, policy and operational requirements.
- Ensures Section decisions and programs align with relevant legislation, regulations and operational policies, building and enhancing team perspective and environment, and promoting organizational objectives for staff participation, satisfaction and decision making.
- Promotes and often leads key Provincial Archives initiatives such as the organization-wide implementation of a new collections management database system and the acquisition of a major archival record donation that is sensitive and complex in nature.

Types of guidance available for problem solving:

- The Executive Director, Provincial Archives is available to provide direction on strategic and operational priorities and matters pertaining to financial and human resource planning.
- GOA colleagues such as senior managers in the areas of heritage (including, first and foremost, the Provincial Archives Director of Access and Conservation Services), policy and planning, legal, human resources, etc. are available for consult on strategic and operational issues.
- Direct report managers, who know their areas of responsibility best, to help inform branch direction, priorities and reporting.

Direct or indirect impacts of decisions:

This position has the delegated authority and responsibility to make the business decisions necessary for the successful management of the Collections Management Section. Decisions made by this position impact the Provincial Archives as a whole, team members, other information management professionals in the GoA, stakeholders, volunteers and clients as well as the acquisition, preservation and accessibility of the archival records in the Archives' care.

## **Key Relationships**

Major stakeholders and purpose of interactions:

**INTERNAL**

- Professional, technical and administrative staff - daily interactions regarding program and operational and priority direction.
- Branch Management Committee - weekly input and recommendations regarding overall Provincial Archives program and operational matters.
- Department Committees - interaction as required. For example, department/ministry/divisional committees related to Business Continuity, Facility Emergency Response, Collections Management Policy and Strategy and Red Tape Reduction.
- Assistant Deputy Minister/Division Executive Directors - providing as needed updates and reporting on issues (e.g., ministry Annual Report, Collections Note), as required.
- Deputy Minister - input and recommendations, as required.

#### EXTERNAL

- Provincial Archives clients and donors - regular interactions with genealogists, local historians, academics and business/community organizations regarding information exchange, input and recommendations.
- GOA Data and Content Management (Technology & Innovation) - regular interaction regarding GOA related information management policies, guidelines and procedures (e.g., Digital Continuity Strategy, Information Management Functional Accountabilities in the Sector Model, Enterprise Content Management Planning, Records Retention and Disposition Schedule Re-engineering and Modernization and Alberta Records Management Advisory Committee).
- Alberta Infrastructure - regular interaction regarding building maintenance, activities and projects (e.g., tenant representative on the Facility Site Operations Committee).
- Provincial, National and Territorial archival community - interaction with Archives Society of Alberta, Library and Archives Canada, Association of Canadian Archivists and other provincial archives regarding information exchange, input and advice on government and private records practices and experiences.

#### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Other		

If other, specify:

Archival Studies; Library and Information Studies; History

Job-specific experience, technical competencies, certification and/or training:

- Thorough understanding of government policy, direction and program expectations, including enterprise information management goals, objectives and activities.
- Working knowledge of cross-government, departmental and divisional goals and objectives, the political environment and how government structure functions, and ability to translate these into strategic and program delivery initiatives.
- Extensive knowledge of archival theory and practice as it related to archival appraisal, acquisition, arrangement and description, preservation, digital preservation and access. In other words, the full range of archival activity and practices, as well as knowledge of current and emerging global issues, existing and emerging standards and exposure to the Alberta and federal archival heritage communities.
- Extensive knowledge of: i) relevant provincial legislation, including the Historical Resources Act, Government Organization Act/Records Management Regulation, Freedom of Information and Protection of Privacy Act, Health Information Act, Personal Information Protection Act and Occupational Health and Safety; ii) the GOA's Records Retention and Disposition Schedule Modernization project; and, iii) the federal Copyright and Cultural Property Export and Import Acts.
- Extensive experience as an accomplished archives and information management professional. High level of understanding of current and emerging Enterprise Content Management technology, marketplace, systems capabilities, strategic intent, issues and requirements, and the relationship archives and information management is essential.
- Knowledge of the Provincial Archives' diverse and client and donor stakeholder groups.
- Effective communication skills with demonstrated ability to develop and maintain successful relationships with diverse clients, partners and stakeholders, and to work with senior management and executive levels. Proven organizational and analytical skills required to perform in a complex work environment while managing and balancing multiple client and staff needs, priorities and interests.

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	<p>Work with groups within GOA (e.g., Technology &amp; Innovation - Application Services; Ministry Engagement; IT Services Procurement; Innovation, Privacy and Policy) as well as outside GOA service providers and donors to achieve outcomes in support of the Provincial Archives' mandate.</p>
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	<p>Work with stakeholders (e.g., Oblates of Mary Immaculate (donor) and National Centre for Truth and Reconciliation Archives; the Friends of the Provincial Archives Society) to achieve institutional outcomes such as the digitization of residential schools records, share resources (e.g., costs and deliverables) and resolve conflict through principled and honest discussion with stakeholders.</p>
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Integrates broader context into planning:</p> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	<p>With a variety of GOA internal (e.g., multiple divisions &amp; branches from Technology &amp; Innovation) and external partners (e.g., donors, volunteers and Indigenous clients), understanding the broader context and strategizing, planning and making impactful decisions is necessary.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Proactively incorporates change into processes:</p>	<p>With a focus on results, it is essential to adapt to</p>

		<ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	<p>change. Accounting for and embracing change is fundamental to the process. "Change options" are considered with each and every strategic project undertaken.</p>
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**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature