

Information Officer Position Available Regular Full-Time

The BCIT Faculty and Staff Association in Burnaby is seeking a regular full-time Information Officer (“IO”), beginning March 4, 2019.

The BCITFSA is a union of 1,600 faculty and technical employees working primarily at BCIT’s Burnaby and Downtown Vancouver campuses. The FSA is affiliated with the BC Federation of Labour, the Canadian Association of University Teachers, and the Canadian Labour Congress.

The IO gathers, co-ordinates, disseminates and is responsible for records/information management of the Association. This position is responsible for receiving, filing, transmitting, and producing analytical reports of the FSA membership data in a confidential manner that complies with the Freedom of Information and Protection of Privacy Legislation. The IO reports to the Executive Director and ensures that the Association is apprised of key membership trends and other data profiles needed as determined by the functions and strategic priorities of the Association.

Duties:

- Generally responsible for the overall and strategic Information Management systems in a manner which is secure, sustainable and efficient
- Develops systems for gathering, organizing, and analyzing information needed for all Association functions including labour relations, collective bargaining, member engagement, communications, government relations, strategic planning, governance, and administration
- Generates data and, if required, provides analysis for reports and publications and to support decision-making by other staff and elected personnel
- Engages in intake communication and documentation from the FSA membership and other sources. Identifies the need for and develops new spreadsheets, databases, reports, and other tools/platforms to support these and other functions of the Association
- Provides wayfinding support to members to access established sources of information on workplace rights and employment matters, and union activities
- Assists staff and elected colleagues with critical and analytical reports
- Identifies trends in enquiries and recommends new information resources to meet Association and membership needs

Qualifications:

- A credential in Information Management, Records Management or relevant training and two or more years related employment experience with direct responsibility for managing information systems
- Advanced knowledge of Excel, Access, and/or other database platforms including creating new spreadsheets and databases for multiple users
- Knowledge of data analysis techniques
- Excellent analytical reasoning
- High degree of discretion and confidentiality
- Proven project management and time management skills

- Strong organizational skills, including the ability to organize the work of colleagues
- Experience in a Labour Relations setting and working with Human Resource Information Systems preferred
- Excellent verbal and written communication skills
- Ability to work effectively and co-operatively with others in a unionized setting in a high-volume, high-stress office environment

The salary for the position is between \$59,950.49 and \$65,854.07 with placement based on experience. The FSA offers many lifestyle advantages including a comprehensive benefit package, the ability to work a modified workweek, participation in the Municipal Pension Plan, minimal overtime and travel, and the amenities of working on a post-secondary campus. Interviews for this position are expected to be held between February 11th and 15th 2019 with an anticipated start date of March 4th. Please email your cover letter and resume by February 1st 2019 to:

Operations Director
Maria_Angerilli@bcit.ca
www.bcitfsa.ca