



Kinooaadziwin Education Body Information and Data Management Officer

Summary:

The Information and Data Management Officer will report to the Communications and Operations Director of the Kinooaadziwin Education Body (KEB). The Information and Data Management Officer is responsible coordinating and managing the Anishinabek Nation Education System data related to the operation of the system including school and student data and information. In addition, the Information and Data Management Officer is responsible to coordinate and manage the sharing of data and information with the Ontario Ministry of Education in accordance with the approval of the First Nations under the provisions of the Master Education Agreement to support student transition. This position is also responsible for managing information to make it easily accessible to the Anishinabek Education System to support the development and implementation of the Anishinabek education strategic plan.

Duties and Responsibilities

- development and implementation of the Anishinabek Education System school and student data and information initiatives. The Information and Data Management Officer works with the other KEB staff, the Regional Education Councils and First Nations, as appropriate, to coordinate the development and management of the required data and information
- develop recommendations for the Communications and Operations Manager for reports and proposals to secure additional funding from various sources to support the hardware and software requirements for the Anishinabek Education System data information system
- build stronger partnerships between education partners to enhance data and information sharing to avoid duplication of efforts and make the best possible use of available resources
- collects, records and summarizes data and information from First Nations and other stakeholders to support advocacy, research and policy development related

to First Nation education. In addition, the Information and Data Management Officer assists with relevant research to inform First Nations education programming in the Anishinabek Education System

- develop and implements the training curriculum required at the First Nation, school, regional Education Council and KEB level to ensure the data and information collection, retention and reporting requirements are met
- develop and implement a system to classify, collate and store information for easy access and retrieval to meet the KEB and AES's current and anticipated needs

As required by the Communications and Operations Manager, the Information and Data Management Office will perform other duties.

The Requirements

This position will require an individual with the following knowledge, skills and personal characteristics:

- Post-Secondary degree in a field that highlights strong data management and information technology skills.
- Minimum of 3 years' experience in the field of data management
- Experience in developing and managing data
- Ability to develop and maintain effective working relationships with Board members, First Nations school representatives, education partners and staff.
- Experience in leading multidisciplinary teams
- A comprehensive understanding of First Nation issues and First Nations education
- Excellent written and verbal communications skills
- Excellent organizational and office management skills
- Ability to co-ordinate multiple tasks in a busy work environment
- Computer literacy (Word, PowerPoint, Excel, etc.)
- Strong interpersonal skills
- Dependability and reliability
- Flexibility and adaptability to changing circumstances.
- Creativity and innovation
- Valid driver's licence and a satisfactory criminal records check
- Experience in budgeting and proposal writing is an asset

Hours of Work

The hours of employment will be between 8:30 am and 4:30 pm with a one-hour break for lunch. However, the nature of this position is such that some overtime with notice will be required and possibly work on weekends or during the evenings.

January 2018

All employees will comply with KEB Personnel and Financial Policies.

Location:

The position is based out of the head office located on Nipissing First Nation

Salary: Commensurate with experience and education

Closing Date: Extended to Wednesday, February 28, 2018 at 4:30 pm.
Kelly Crawford, Director of Education

Please submit cover letter, resume, and three employment references to:

Kinoomaadziwin Education Body
36 Semo Rd.
Garden Village, Ontario
P2B 3K2
Cell: 705-929-9384
Email: Kelly.crawford@a-e-s.ca

Preference will be given to members of the Participating First Nations or those of First Nation ancestry.