



Wahnapiatae First Nation

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JOB POSTING

JOB TITLE: Information Management Officer

LOCATION: Wahnapiatae First Nation

TERM: Full-time, two-year contract with the potential for permanent full-time employment.

REPORTS TO: Executive Director

HOURLY RANGE: \$33.50 - \$51.97

NATURE AND SCOPE OF POSITION:

Under the direction of the Executive Director, the Information Management Officer will lead the implementation of WFN's Information Management Law.

This will involve protecting the integrity of information handling within the administration by balancing the need to prevent undue disclosure of sensitive data with the need to offer transparency and appropriate access to members as laid out in the law. This will be achieved through the identification and creation of policies and procedures, development of internal measures to operationalize those systems, and monitoring to determine success.

This role will also be tasked with ensuring internal adherence to all associated requirements, while providing guidance and leadership.

SPECIFIC RESPONSIBILITIES:

Implementation of Wahnapiatae First Nation's Information Management Law

- Lead the roll-out, monitoring, and enforcement of the new WFN Information Management Law.
- Develop, update, and communicate Nation-specific information management policies, procedures, and standards.
- Provide leadership on compliance and best practices.
- Develop and implement an overall data governance strategy to align with WFN law.
- Work with other departments to ensure the production and availability of plain-language explainers for all WFN policies, procedures, and laws.

Records & Data Management

- Oversee the classification, retention, and disposition of records in compliance with the new law.
- Manage digital and physical records systems, ensuring accuracy, integrity, and accessibility.
- Implement, manage, and maintain administrative databases.
- Ensure that community information is managed in accordance with WFN law, privacy principles, and sovereignty requirements.
- Mandate and execute security protocols to safeguard Nation data.
- Create and/or enhance forms and procedures related to security mandates to ensure staff accountability and compliance.
- Finalize detailed protocols regarding the disclosure of public interest information in line with Nation law and privacy standards.
- Monitor compliance through audits, reports, and quality assurance processes.
- Access and request data from other organizations and governments on behalf of Wahnapiatae First Nation, ensuring external agreements respect Nation sovereignty.

Collaboration and Capacity Building

- Work with Wahnapiatae leadership, staff, and external partners to ensure consistent application of the law, including any requisite training.
- Support Nation-to-Nation data sharing agreements by ensuring secure and lawful information exchange.
- Develop plain-language documents for all WFN policies and laws so as to ensure maximum transparency and ease of understanding by community members.
- Establish detailed protocols to support applicants during information requests to ensure clarity, transparency, and fairness.

Analysis and Reporting

- Analyze information trends, risks, and opportunities to strengthen data governance.
- Prepare regular reports to Chief & Council and the Executive Director on compliance, issues, and improvements.

QUALIFICATIONS:

- Diploma or degree in information management, records management, library science, data protection, or a related field. Equivalent professional experience in these areas may also be considered.
- 4+ years experience in information/records management, governance, or related fields.
- Strong understanding of Canadian privacy and information laws (PHIPA, FIPPA, PIPEDA) and commitment to Indigenous data sovereignty.
- Experience with electronic systems (Microsoft 365, SharePoint, Etc.)
- Excellent discretion, flexibility, attention to detail to ensure high level of accuracy and data integrity, as well as compliance with legal and policy requirements, especially those dealing with privacy and confidentiality of information.
- Excellent analytical and problem-solving skills.
- Awareness of Anishinabek culture would be considered a strong asset.

WORKING CONDITIONS:

- Hybrid work environment with occasional on-site travel

How to Apply:

Please forward your cover letter, resume, and three (3) work references by email to recruitment@wahnapietaefn.com

Anishinabek and First Nation members are encouraged to apply. We thank all applicants for their interest; however, only those interviewed will be contacted.