



Kinooomaadziwin Education Body
Information & Data Management Officer
Employment Opportunity

Summary

The Information & Data Management Officer reports to the Communications & Operations Manager of the Kinooomaadziwin Education Body (KEB). The Information & Data Management Officer is responsible for coordinating and managing information and data within the Anishinabek Education System, as it relates to the operation of the system. In addition, the Information & Data Management Officer coordinates and manages the implementation of the Data and Information Sharing Agreement with the Ontario Ministry of Education, in accordance with the Master Education Agreement. This position also supports the development and implementation of the Anishinabek Education System strategic plan, by managing information and making data easily accessible to the system.

Duties and Responsibilities

- Develop and implement initiatives related to AES data and information. The Information & Data Management Officer works with KEB staff, the Regional Education Councils and the Participating First Nations, as appropriate, to coordinate the development and management of data and information.
- Develop recommendations for the Communications & Operations Manager regarding reports, proposals to secure additional funding, hardware and software requirements for the AES data information system, etc.
- Build stronger relationships between education partners, in order to enhance data-sharing and information-sharing efforts, practices and uses.
- Collect, record and summarize data and information from Participating First Nations and other stakeholders to support advocacy, research and policy development related to First Nation education. In addition, the Information & Data Management Officer assists with relevant research to inform First Nations education programming within the Anishinabek Education System.
- Develop and implement the training curriculum required at the First Nation, regional and organizational level to support data collection and retention, and reporting requirements.
- Develop and implement a system to classify, collate and store information, in a manner that meets the anticipated needs of the KEB and the AES.

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

Requirements

This position requires 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 of experience in the field of data management.

- Experience in developing, implementing and managing data systems.
- Ability to develop and maintain effective working relationships with Board members, First Nation school representatives, education partners and staff.
- Experience in leading multi-disciplinary teams.
- A comprehensive understanding of First Nation issues and First Nations education.
- Excellent written and verbal communications skills.
- Excellent organizational and office management skills.
- Proven abilities in project management and decision-making.
- 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.
- Ability to travel.
- Experience in budgeting and proposal writing is an asset.

Other Details

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 will be required, and possibly work on weekends or during the evenings.

All employees will comply with KEB Personnel and Financial Policies.

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

Salary to commensurate with experience and education.

Closing Date

Tuesday, April 30, 2019 at 4:30 pm.

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

Kelly Crawford, Director of Education
Kinoomaadziwin Education Body
100-132 Osprey Miikan
North Bay, ON P1B 8G5
705-845-3634
Email: Kelly.crawford@a-e-s.ca

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