



# Protecting Our Knowledge, Telling Our Stories, Strengthening Our Communities.

## The Alberta First Nations Information Governance Centre

**Job Description:** Research and Information Governance Associate

**Date:** June 3, 2020

**Closes:** June 19, 2020 5:00 PM MST

### Position Overview

The Alberta FNIGC is recruiting a Research and Information Governance Associate to support research projects and information governance associated with research study activities. The Research and Information Governance Associate position serves in a consultative, leadership, and implementation role with responsibility for driving the execution of both the OCAP® and the Information Governance in compliance with the intended goal of Alberta FNIGC's Mission, Vision, and Strategic Plan alongside the Executive Director.

This position is also responsible for:

- Overseeing the development, implementation, and management of the organization-wide, integrated Information Governance program designed to optimize the organization's use of its information assets.
- Supporting Alberta FNIGC research team projects which brings together partners from across research disciplines and Indigenous communities.
- Coordinating and administering research study associated activities by coordinating and developing environmental scans and needs assessments on First Nation data systems in Alberta.
- In addition, supporting developing baseline information for First Nation communities regarding data governance & management, and the collection and storing of information.
- The position will also support the exploration of policies that impact First Nation communities and their data management needs.

This role, alongside the senior management team, is also relied upon to support the continued development of operational guidelines, organizational development strategies, and the implementation of "best practices" throughout Alberta FNIGC's processes and research partnerships. The Research and Information Governance Associate will work closely with the management team within the organization, and with research partners.

### Key Responsibilities

1. Support the implementation and development of research studies, information management, and governance.
2. Support the development of environmental scans and needs assessments on existing data systems within First Nation communities in Alberta.
3. Support the development of environmental scans and identification of promising practices to support the implementation of excellence in the collection and storing of First Nations information.
4. Work with relevant partners such as Alberta First Nation Communities, Government of Alberta, Government of Canada, and other research partners that contribute to First Nation Data Systems.
5. Monitor and report on the additional occurrences that impact data governance, management for First Nation communities in Alberta
6. Assists in project planning, and ensures that pre-established work scope, study protocol, and regulatory requirements are followed.
7. Recruits and coordinates research participants; serves as principle administrative liaison for the projects.
8. Oversees and coordinates the provision of administrative and staff services to the investigators; develops and maintains recordkeeping systems and procedures.

### Education and Experience

- A Post-Secondary Degree related to public health, social sciences, economics, or statistics; the possession of a Graduate Degree in a related field is also considered an asset.

**Work Experience and Knowledge**

We are looking for a candidate who has excellent interpersonal and organizational skills. This individual is consistent, reliable, pays special attention to detail, and has an ability to balance work on several time-sensitive activities. The successful candidate should demonstrate an ability to work independently, think creatively, communicate effectively and respectfully, and manage various deadlines. The successful candidate should have an ability to respond well to work demands, pressures, and problem solve. The successful candidate should have an ability to collaborate with multiple stakeholder personalities. A position description is available upon request.

**Compensation**

Negotiable, based on education and experience

**Working Conditions**

Office space will be located in Calgary & Edmonton, Alberta.

**How to Apply**

Please submit your cover letter and resume with contact information to:

Lea Bill RN BScN, Executive Director  
Alberta Information Governance Centre  
Email: [lea.bill@afnigc.ca](mailto:lea.bill@afnigc.ca)  
Fax: 403-294-0993 | Phone: 403-539-5775

*Please include "Research Associate & Information Governance" in the subject line.*