



LONDON DISTRICT
Catholic School
BOARD

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Nurturing the Spirit of Faith and Learning.

The London District Catholic School Board has a reputation for excellence and strives to develop a love of God, humanity, and self in our students. We invite applications for the following position...

Records Administrator/ Privacy Officer

One year contract

You will manage all access and privacy requests on behalf of the Board and advise senior administration, managers, and other Board staff on the Board's legal responsibilities and obligations under applicable access and privacy legislation. In addition, you will assist with the creation of policies, regulations, and procedures and ensure that employees are aware of privacy and records management within the system through training, best practices, and regulatory requirements.

You have a post-secondary diploma or certificate in Records and Information Management, Information Access and Protection of Privacy Certification, and knowledge of legislative, regulatory and fiscal requirements for records retention including the *Municipal Freedom of Information and Protection of Privacy Act* and related legislation. A confident presenter, you have excellent communication, organization, and technical skills, knowledge of best practices, industry standard, current record keeping technologies, and emerging trends as they relate to records and information management, as well as privacy assessment and project management methodology. The ability to work accurately and independently with sensitive and confidential information is essential. A reliable vehicle is required.

Please forward your resume, a current letter of reference, and the names and contact information of two referees, one of whom is your immediate supervisor, to: **Roxanne Jones, Supervisor, Employee Relations, Human Resources Services, London District Catholic School Board, 5200 Wellington Road South, London, ON N6E 3X8** Fax: 519-663-2108 E-mail: HumanResources@ldcsb.on.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.