



## Job Specification

**Position Title:** INFORMATION MANAGEMENT COORDINATOR  
**Job Code:** AMAPCEO - Resources Plan & Mgt(A/U)PRP20, 20PRP  
**Job ID:** 11331

### Purpose of Position:

As the information specialist in support of MNRs Far North Planning Initiative, to coordinate the provision of land and resource science and information in support of the land use planning process; and to coordinate the development and delivery of thematic mapping.

### Duties/Responsibilities:

1. Analyzes and plans/strategizes for the information requirements of Ontario's Far North Planning Initiative in support of the planning, priority setting and decision making process with respect to scientific data critical to the land use planning process.
2. Designs and implements the Branch information management strategy to coordinate and ensure the provision of land and resource science and information in support of the land use planning process.
3. Coordinates the development and delivery of thematic mapping with respect to the Far North, including topographic, vegetation, natural resource values, traditional land use and occupancy mapping products. Acts as liaison with ministry program information management coordinators.
4. Ensures corporate standards for information management, data collection, validation and dissemination, and information products are met. Plans and coordinates the acquisition, collection, processing, verification, maintenance and sharing of data/intelligence and other information pertinent to the FNPI.
5. Manages/coordinates the transfer of information to staff, clients, public, partners and stakeholders. Develops strategies to encourage and facilitate the sharing of information.
6. Continuously monitors and evaluates incoming and outgoing information to ensure effective delivery of key information.
7. Provides information and information management expertise to the FNPI team to ensure information is obtained, and is provided/presented in such a way that serves the needs of the team and the objectives of the FNPI. Ensures information and its management complies with all applicable legislation.
8. Collaborates with the Senior Science Adviser to ensure that scientific data/information is correct and reliable
9. Participates in/represents the FNPI on committees related to information management, information technology and thematic mapping

### Knowledge:

Position requires thorough knowledge of the theory, principles, policies, practices and information requirements of resource management to ensure compliance with Acts and Regulations such as Crown Forest Sustainability Act, Public Lands Act, Fish and Wildlife Conservation Act, Endangered Species Act, Environmental Assessment Act, Lakes and Rivers Improvement Act, Environmental Bill of Rights. Thorough knowledge of land use planning strategies and the application and involvement of scientific and other data/information to support the FNPI and its planned deliverables. Thorough knowledge of corporate information and data management policies, plans, standards, architectures and infrastructure for data technology and applications. Expertise in the planning, management, storage and retrieval of information – GIS and non-spatial data. Expertise in thematic mapping, associated technologies, purposes and applications. Sound grasp of scientific terminology related to natural resources.

Thorough, practical understanding of the operating principles and management of diverse information resources; knowledge of information product development and marketing, information access and dissemination policy, Freedom of Information and Protection of Privacy Act, and client service; knowledge of applicable policies, procedures, agreements and legislation needed to prepare work plans, maintain information quality control. Awareness of Ontario's Aboriginal culture and understanding of Aboriginal technical knowledge. Working knowledge of the Occupational Health and Safety Act, regulations made under the Act, other related legislation and standards.

Advanced planning skills to develop, coordinate and implement IM plans and strategies in order to achieve a variety of program objectives. Clear/concise writing skills are needed to prepare letters, briefs, reports. Strong oral communication skills are needed to develop and maintain linkages within the team, the branch, other sections of MNR and other ministries, as well as client groups, the public and other

government agencies, and to provide associated advice. Demonstrated advanced analytical skills (to, e.g., lead analyses/evaluations of optimum tools to provide program decision support), problem solving and conflict resolution skills.

**Judgement:**

Under the general direction of the Manager, Far North Planning and in accord with the FNPI mandate, judgement is exercised in: determining (through consultation and facilitation with other FNPI management, staff, partners and stakeholders) new and evolving business requirements and the attendant information requirement priorities related to the FNPI; valuing information products and negotiating data trading/sharing agreements with external clients and partners; dealing with contentious issues, e.g., Aboriginal concerns, environmental issues, etc.; representing the FNPI on committees and to stakeholders; and providing expert, specialized IM and thematic mapping advice.

**Accountability - Programs:**

Accountable for coordinating, facilitating and ensuring the FNPIs information management function; for associated IM plans, strategies and products based on determination of information needs; for the provision of timely, effective information products, services, data collection and associated expert advice; for ensuring corporate information and communications standards, policies and procedures are implemented and adhered to; and for the coordination, production and quality control of thematic mapping.

**Accountability - Finance & Material:**

Responsible for the maintenance of the FNPI information repository/data bank.

**Accountability - Impact of Errors:**

Inappropriate information management decisions could lead to resource management errors resulting in hampering the Far Norths ecosystem sustainability or the loss of resource allocation opportunities, loss of financial control or unacceptable staff and/or client relations. Inappropriate/incorrect advice could result in unsound management decisions and/or have legal implications. A considerable diversity of stakeholders relies on the ministrys information products for their businesses.

**Contact - Internal:**

Regularly, with Unit, Branch, Division and Ministry management and staff, to facilitate, support and coordinate the FNPIs information management program. Position has regular contact with other information management teams ministry-wide and cluster-wide to share/obtain information, provide/receive input on consistent information management, communications, land-use planning, natural and cultural heritage and stakeholder liaison approaches. Contact with senior management to brief/advise on issues.

**Contact - External:**

Regular contact and negotiations with major FNPI stakeholders and partners to inform and educate on ministry information management, gather and share information and establish partnership agreements. Occasional contact with external consultants, contractors and suppliers of information resources technology, supplies and services. Regular contact with other ministries, First Nations Communities and Tribal Councils, federal departments and authorities relating to the provision of information and resource programs. Serves on committees as a specialist and to represent the FNPI.