



## Archivist & Privacy Officer 2018

The Anglican Diocese of Toronto has 207 congregations and is the most populous of the 30 dioceses in the Anglican Church of Canada. All that we do should enable us, as a Diocese, and as parishes and other ministries within the Diocese, to be missionally focused – increasing our capacity to respond as vibrant partners of God’s activity in the world. For more information on the Diocese of Toronto, its ministry and its strategic priorities, please refer to [www.toronto.anglican.ca](http://www.toronto.anglican.ca).

The Anglican Diocese of Toronto is seeking a full time Archivist/Records Officer/Privacy Officer. The successful candidate for this position will have strong leadership skills, strong organizational skills, attention to detail, ability to maintain complete confidentiality, interpersonal and communication skills to interact courteously and effectively with researchers, staff and the general public, and computer skills including MS Word, email and database experience.

The successful candidate must have a Master’s Degree in Archival Studies from an accredited university program or a Master’s Degree in Library and Information Science (with courses and experience oriented to Archives) from an accredited university program, with a minimum of five years’ experience related to archives management, as well as experience providing reference/public service. The candidate must be familiar with digital trends, the digitization process and the management of digital records.

### Major Responsibilities

- Provide research and reference services to Parishes, Diocesan staff, other Dioceses, other Archives and the public.
- Responsible for researching and recommending policies for the digitization of records.
- Review and revise current record management procedures and policies and make recommendations for digitization.
- Manage non-active records and provide advice regarding various aspects of records management.
- Appraise, negotiate, and schedule for transfer of records, deposits, ensure appropriate preservation and destruction of records and maintain an inventory of the records of Synod.
- Preserve and conserve the archival records in secure, fire proof storage facilities with necessary temperature and humidity controls. Implement procedures for restoration work.
- Promote the Archives and instructional services to the public and parishes through presentations, talks and visits.
- Prepare grant applications, oversee grant projects and administer grant monies.
- Prepare and manage department budgets & expenditures.
- Manage the purchase, maintenance and operation of necessary equipment and furnishings within the Archives department.
- Supervise the Archives Assistant and volunteers.
- Develop strategies for enhancing current privacy program and provide support to the Diocesan Office and parishes in relation to privacy issues, provincial programs and related legislation.
- Manage privacy deliverables and deadlines in support of Diocesan projects and provide ongoing consultation for projects.
- Maintain and coordinate changes to privacy policies, procedures, practices and tools by keeping up to date with fast changing privacy directives.
- Oversee and ensure compliance with the Diocesan Privacy Standards policy.

The Anglican Diocese of Toronto embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. The Diocese has an Accommodation Policy and accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the Diocese. We welcome applications from all qualified persons. The Anglican Diocese of Toronto is an equal opportunity employer.

**Reporting Relationship:** The Archivist & Privacy Officer will be accountable to the Executive Director and will work extensively with Diocesan staff, parishes, clergy and volunteers.

The Archivist & Privacy Officer will be eligible to participate in the pension and benefit plans of the Diocese. The salary range for this position begins at \$69,416. If you are interested in this position, please apply in writing by January 11, 2019 to

Human Resources  
Anglican Diocese of Toronto,  
135 Adelaide St. E., Toronto, ON M5C 1L8.  
E-mail: [hr@toronto.anglican.ca](mailto:hr@toronto.anglican.ca).

**The anticipated start date for this position is March 1, 2019.**

*We thank all applicants however only those selected for an interview will be contacted. No phone calls and no agencies please.  
Visit our web site at: [www.toronto.anglican.ca](http://www.toronto.anglican.ca)*