



Information Management and Facilities Specialist

- **Organization:** Office of the Auditor General of Ontario
- **Department:** Auditor General's Office
- **Location:** 20 Dundas Street West, Suite 1530, Toronto, Ontario
- **Job Term:** 1 Permanent
- **Job Code:** Individual Contributor 8 (IO8)
- **Salary:** \$76,231.00 - \$109,842.00 Per Year
- **Posting Status:** Open
- **Job ID:** 2412

The **Office of the Auditor General** (OAGO) is an independent office of the Legislative Assembly that conducts performance and financial statement audits of the provincial government, its ministries and agencies. We also audit organizations in the broader public sector that receive provincial funding. Our vision is to deliver exceptional value and assurance to members of the Legislative Assembly, the Standing Committee on Public Accounts, and all Ontarians through high-quality work that promotes accountability, economy, efficiency and effectiveness in the Ontario public sector.

The Information Management (IM) and Security Specialist will play a key role in supporting the Office of the Auditor General of Ontario (OAGO) by providing leadership and subject matter expertise in the development, implementation and the ongoing monitoring and maintenance of the OAGO's security and information management framework and program.

In addition, this role will be responsible for facilities management and onsite administration. This role will work collaboratively with various departments, specifically Information Technology, to ensure that the OAGO employees are trained and adhere to policies and legislation governing security, data integrity and storage.

What can I expect to do in this role?

As the Information Management and Facilities Specialist, you will:

Information Management

- Develop, operationalize and maintain a data governance and record management policy and standards.
- Develop, implement and maintain a records and information management strategy, including data retention and disposition for current and legacy systems/platforms.
- Contribute to the development of appropriate materials and conducting training sessions related to Information Management best practices and technologies.
- Working with partners (internal/external) to develop industry-informed strategies, standards and practices related to records management and information governance.

IT Security Administration

- Administer and maintain OAGO security systems and infrastructure (e.g. firewalls, VPN, IPS) and associated systems and software.
- Perform ongoing monitoring and examination of security appliance and network logs, scrutinizing network traffic, and investigating and responding to security incidents, events, breaches and cyber security threats.
- Conduct vulnerability and risk assessments, perform root cause analysis and audits, utilizing available tools and provide recommendations for improvements.
- Assist with the development, implementation and maintained of OAGO IT security policies and procedures.

- Evaluate and test new security software and hardware technologies as required.

Onsite Facilities and Security Administration

- Responsible for the maintenance, safety and efficiency of the office.
- Responsible for the appearance of the office, the management of the facilities, office services support and building management.
- Works with Property Manager to resolve building issues and project planning.
- Works directly with vendors, establishes service expectations, reviews services
- Administer and manage access to physical premises for the propose of security, privacy and quality assurance (key cards, office keys, off hours access).
- Plan and coordinate security operations for specific events.
- Coordinate staff when responding to emergencies and alarms.
- Investigate and resolve issues.

Other Duties

- Provides input into and administers assigned budget, ensuring that expenditures are controlled and maintained within approved budget limitations.
- Provides assessments and recommendations of new technology trends on the effective use, acquisition and integration of technology.
- Provide on-call support on a rotational basis.

How do I qualify?

You will qualify for this position by demonstrating:

1. Education and Experience
 - a. Degree or diploma in Information Technology Management, Computer Science, Network/Security Administration or a related field.
 - b. Professional certification in relevant areas (Recordkeeping, Privacy, Data / Information Management).
2. Knowledge Requirements
 - a. Knowledge of records, data and information management, storage, security and retrieval to provide advice and training, and ensure compliance.
 - b. Knowledge of procurement, service agreements development, and vendor management, to support and contribute to procurement for Security and IM solutions.
 - c. Extensive knowledge and demonstrated ability to interpret applicable legislation, regulation and directives and experience in developing and implementing related policy and standards.
 - d. Knowledge of risk management, loss prevention, and mitigation techniques for the identification and protection of information.
 - e. Knowledge of related disciplines such as security, IT system design, policy development, business and data/information architecture, legal processes, risk management, project management.
3. Skills and Abilities
 - a. Experience developing information classification systems, file directory structures and file plans, and records retention schedules.
 - b. Ability to identify and analyze organizational objectives, organizational structure, work processes, and program needs, to ensure appropriate records management solutions are implemented.
 - c. Able to prepare business cases, project proposals, charters, and plans for information management and security projects and initiatives.

- d. Can ensure project/work outputs adhere to all technical development standards

Asset Qualifications

- Having the ability to communicate (orally and in writing) in French is an asset.

What's in it for you?

- A modern organization with a flexible hybrid work model with in-office attendance at a minimum of 3 days per week.
- Work with an innovative and high-performing organization, committed to creating a positive organizational culture.
- A defined benefit pension plan, Comprehensive Health Plan, and Life and Disability Insurance.
- Healthcare spending account.
- Maternity and parental leave top-up benefits.

How to apply

If you want to work in an environment that is positive, challenging, and safe, where your contributions are valued, please submit a cover letter and resume (as one document) by **DATE**, to resumes@auditor.on.ca, and specify the competition number as **#2412**.

Commitment to diversity, inclusion, accessibility, and anti-racism:

We are committed to building a workforce that reflects Ontario's varied communities and promoting a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply, and encourage applications from people with disabilities, racialized individuals, including Indigenous and Black applicants, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

We offer accommodation in all aspects of employment, including the recruitment process, consistent with the requirements of [Ontario's Human Rights Code](#). If you require a disability-related accommodation to participate in the recruitment process, please contact the recruitment team at resumes@audtior.on.ca who will respond to you within 72 hours.

We also believe in the importance of providing services to Ontarians in both official languages, and encourage interested bilingual candidates to apply, particularly for public-facing positions.

Notes:

Canadian Police Information Centre (CPIC) Screening

- Prior to an offer of employment, the top applicant(s) will be required to undergo a screening by the Canadian Police Information Centre (CPIC).

Qualified List Information:

- A list of qualified candidates will be established for the Information Management and Facilities Specialist position in the Office of the Auditor General of Ontario (OAGO) and will be in effect for twelve (12) months from the date the list is created. Qualified candidates on the list may be considered when filling future permanent and/or temporary vacancies in this position.