



# Competition #V1857 Manager, Information Governance (Full-Time, Exempt)

**Closing Date: 4:30pm, Monday, June 2, 2025**

## The Sunshine Coast

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A natural paradise blessed with mild winters, beautiful surroundings, and showcasing the best aspects of outdoor adventure, arts, and culture. Bordered by rugged mountains and blue ocean waters, situated on a peninsula (not an island) in the territories of the shíshálh (Sechelt) and Skwxwú7mesh (Squamish) First Nations, this is the Sunshine Coast. Whatever hobby or interest you might enjoy, we have it right here. Hike the trails, get out in a kayak, try golfing, swimming, fishing, cross-country skiing, attend festivals, visit museums, go whale-watching, or any of the other recreational activities that are right at our doorstep. Big city life is only a 40-minute ferry ride away. A preferred tourist destination, a great place to live and play, now is the time to consider making this amazing place your home.

## Manager, Information Governance Overview

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The Sunshine Coast Regional District (SCRD) is currently inviting applications for the position of Manager, Information Governance to develop, implement and maintain the SCRD's Information Governance, Access and Privacy Management Program, including centralized physical and electronic records and information management strategies and systems, development of policies, guidelines, processes and procedures for the information management framework, information access and privacy. This position ensures compliance with legislative requirements, related policies, standards and processes and provides guidance on initiatives and programs, including the SCRD's migration of records to SharePoint. Further details can be found in the [job description](#) found at [www.scrd.ca/careers](http://www.scrd.ca/careers).

## Compensation and Benefits

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**We have what is being called one of the very best compensation and benefits packages that are out there.** This position includes vacation that starts at 4 full weeks, 13 paid statutory holidays (after 30 days of employment) and up to 12 days of compensatory leave in lieu of overtime. Immediately upon hire, you will be enrolled in our comprehensive benefits package with extended health and dental coverage, including paid eyewear and eye exams, orthotics, and up to \$1250 annually for chiro, massage, acupuncture, physio, and more. We also offer paid family responsibility leave, sick leave, short-term and long-term disability leave, group life insurance, accidental death and dismemberment coverage, participation in the Municipal Pension Plan (MPP), and free confidential counselling services.

The Manager, Information Governance is a full-time exempt position working 35 hours per week and includes an annual salary ranging from **\$108,478** up to a merit maximum of **\$137,766**. Let's also talk about mutually agreeable flexible work schedules, and our hybrid working environment.

## How to Apply

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We look forward to hearing from you! Please send a current resume and a cover letter **quoting the competition number** via [email](#) by the closing date and time shown above. **In the subject line of the email please include your name and the competition number.** The SCRD is committed to equitable access to employment opportunities. We value a diverse workforce to best represent the communities we serve, and we thank all applicants in advance for your interest.

Contact: [hr@scrd.ca](mailto:hr@scrd.ca) or [www.scrd.ca/careers](http://www.scrd.ca/careers)