



**NICHE RECORDS MANAGEMENT  
SYSTEM (RMS) TRAINER  
EXTERNAL POSTING  
Posted: February 5, 2025  
Closing: February 19, 2025  
Hourly Rate: \$38.28 - \$43.43**

The Anishinabek Police Service requires one (1) full-time NICHE Records Management System (RMS) trainer based at any APS detachment. This position will work Monday to Friday, 36.25 hours/week.

**Summary of Function:** The Niche RMS trainer is responsible for providing comprehensive training and support for all areas of the service. This role ensures members are proficient in the use of Niche RMS, including new enhancements, upgrades, and workflow specific processes. The trainer will deliver effective training to new and existing members, conduct audits to ensure compliance and accuracy within the RMS, maintain a thorough understanding of RMS functionalities, and assist in creating efficient workflows tailored to the needs of the Service.

**Qualifications:**

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<b>Cultural Specific Knowledge of Service Area Population</b>	<ul style="list-style-type: none"> <li>○ Knowledge of philosophy appropriate for local Indigenous customs and culture for the APS communities with respectfulness and sensitivity to the history and needs of local persons.</li> </ul>
<b>Entry Qualifications including Technical Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>○ Well-developed computer skills including a full range of Microsoft Office products</li> <li>○ In depth knowledge and understanding of the Niche RMS system</li> <li>○ Ability to quickly learn and adapt to new software systems and technologies</li> <li>○ Excellent communication and presentation skills for delivering training to diverse audiences</li> <li>○ Excellent problem-solving skills with the ability to make sound judgments in a fast-paced environment</li> <li>○ Strong organizational skills, with the ability to multitask, prioritize and meet deadlines</li> <li>○ Knowledge of the judicial system and related processes is an asset</li> <li>○ Must be able to maintain confidentiality and handle sensitive information with discretion</li> <li>○ Valid Class G Driver's License</li> <li>○ Must be bondable</li> <li>○ Must pass Anishinabek Police Service background check and provide satisfactory Criminal Record Check when requested</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>○ Post-secondary education in fields such as Business Administration, Information Systems, Computer Science, or related discipline is preferred</li> <li>○ Certifications in software training, technical support, or RMS-related systems is an asset</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>○ Minimum of one (1) years' experience in training, workflow analysis, or a related role</li> <li>○ Minimum three (3) years' experience working with Records Management Systems</li> </ul>
<b>Vision and Mission</b>	<ul style="list-style-type: none"> <li>○ Demonstrates knowledge of organizational purpose – why the police service exists;</li> <li>○ Demonstrates ability to identify how the position of the Niche RMS Trainer relates to the police service vision, mission and organizational goals</li> </ul>
<b>Cultural Sensitivity</b>	<ul style="list-style-type: none"> <li>○ Must be able to demonstrate knowledge of the police service's vision and mission;</li> <li>○ Provide effective, efficient and culturally sensitive police services;</li> <li>○ Participation in personal and professional development learning opportunities for effective stress management and personal wellness</li> </ul>
<b>Personal Growth</b>	<ul style="list-style-type: none"> <li>○ Actively participates in in-service and cultural and language learning opportunities; proactively pursues opportunities for self-development</li> </ul>
<b>Added Skills</b>	<ul style="list-style-type: none"> <li>○ Interpersonal, independence and team skills; organized; able to prioritize, multi-task; meet deadlines</li> </ul>

**Interested applicants may submit a hiring package which includes the following:**

- Covering letter detailing interest in noted position;
- A resume detailing your career, education and relevant experience

**Closing date for applications is Wednesday, February 19, 2025 at 4:30 p.m. EST. Please quote HQ-04-25-02 on your application and the subject line of your message. All completed packages MUST be sent to [recruitment@apscops.org](mailto:recruitment@apscops.org)** Please visit the civilian careers page of [www.apscops.org](http://www.apscops.org) for the detailed job description, application form and consent form.

Anishinabek Police Service is committed to the Accessibility for Ontarians with Disability Act. If you require accommodation for any stage of the hiring process, please contact [recruitment@apscops.org](mailto:recruitment@apscops.org) for more information.

Please note for internal persons applying, any disciplinary violations in the last two calendar years may be considered in the decision for your suitability for this position. Specifically, the nature or severity of the violation will be examined for its relevance to the position.

**\*\* We thank everyone for their interest in the position, however, only those chosen for an interview will be contacted. \*\***