

Employment Opportunity

Information Analyst and Assistant Board Secretary

St. John's, NL

The Board of Commissioners of Public Utilities (Board) is an independent, quasi-judicial regulatory body operating in the province of Newfoundland and Labrador with responsibilities with respect to the regulation of public utilities, automobile insurance rates, petroleum products pricing, and motor carrier licensing in the province.

Under the direction of the Executive Director and Board Secretary, the Information Analyst and Assistant Board Secretary will:

- Develop, implement, update, administer and monitor information management programs, protection policies and procedures for the Board which ensures the creation, classification, integrity, retention, security, preservation, disposal and transfer of records in accordance with provincial legislation;
- Work with Board management and staff to ensure the integration of information management and implementation of best practices into office operations and work flow;
- Provide training, as well as information and assistance, to employees on matters related to information and record-keeping processes and procedures;
- Coordinate the organization of both paper and electronic records, including record disposal;
- Maintain the Board's internal operational records and its records associated with regulatory proceedings;
- Maintain the Board's electronic information system (Content Manager);
- Provide quality assurance checks for various regulatory filings;
- Establish workflow management practices to support the management of regulatory filings and the development of Board decisions;
- Process requests for information under the Access to Information Protection of Privacy Act (ATIPP). (Interpret and apply the ATIPP to the Board);
- Support the Executive Director and Board Secretary in operations activities and the management of regulatory proceedings and, under the direction of the Board Secretary, perform duties associated with the role of the Board Secretary including meeting agendas and minutes;
- Under the direction of the Board Secretary and the Board, perform ad-hoc duties such as assisting with hearings and other administrative aspects of the Board's regulatory agenda.

Education, Knowledge and Skills

Education and Experience

- Considerable experience in the area of document management especially with experience in planning, organizing, monitoring and executing project activities.
- Formal education in business administration, information management and/or records management.

- A minimum 10 years experience in regulatory process management and document/records management while working in an administrative body.
- Expertise with Content Manager, SharePoint and other Microsoft products such as OneDrive, PowerBi, Word and PowerPoint.
- Experience working in a legal environment would be an asset.
- Extensive experience working in the utility regulatory environment would be an asset.

Knowledge

The ideal candidate will have knowledge and experience in:

- Information Management, particularly in a utility regulatory setting, including:
 - Developing an Information Management Program to manage all documents created through the Board's regulatory processes;
 - Managing workflow and establishing processes to effectively access information from proceeding records, particularly on historical records on previous orders.
- Business processes management with expertise dealing with regulatory proceedings.
- Familiarity with applicable standards and regulations, such as the Management of Information Act and Access to Information Protection of Privacy Act (ATIPP).

Skills

The ideal candidate will have demonstrated leadership skills with excellent communication and interpersonal skills, including:

- Strong project management, collaboration and interpersonal skills.
- Ability to work effectively with others in implementing effective document management practices.
- Strong team leadership skills.
- Ability to work independently.
- Strong decision-making abilities and ability to think critically.
- Proficiency in relevant records Management and computer software(s), Content Manager as well as the Microsoft Office Suite of products.

The Board offers an attractive compensation package that includes a competitive salary, comprehensive health and dental benefits and pension plan. The salary range for this position is \$60,384 - \$75,481.

We invite applications from all qualified individuals and the Board values diversity in the work place and is an equal opportunity employer.

Applications will be received in confidence. If you are interested in joining the Board's professional and dedicated team, we welcome your application by email to jobs@pub.nl.ca before 4:00 p.m., Friday, Dec 1st, 2023.

Please take note that only those applicants selected for an interview will be contacted.