

Information Management Technician

The Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB) regulates petroleum-related activities in the Canada-Newfoundland and Labrador Offshore Area on behalf of the federal and provincial governments. Legislation currently before Parliament will be mirrored by the provincial government to expand our mandate to include offshore renewable energy projects as the Canada-Newfoundland and Labrador Offshore Energy Regulator (C-NLOER).

The C-NLOPB (soon to be the C-NLOER) provides regulatory oversight of the offshore energy sector in the areas of health and safety, environmental protection, resource management and Canada-Newfoundland and Labrador benefits.

The C-NLOPB invites applications for the position of **Information Management Technician**. Reporting to the Information Resources Lead, this position will:

- Perform duties related to document control including processing mail, coordinating couriers, hardcopy filing, and utilization of the Electronic Document Management System (EDMS)
- Maintain confidentiality and security of records
- Coordinate the processing of requests for information
- Assist with retrieving records in response to requests submitted under the Access to Information and Privacy Acts
- Provide guidance and training to staff regarding information management practices and the EDMS
- Assist with the development of policies and procedures relating to information management practices within the department and organization
- Participate in special projects as needed

Qualified candidates possess a diploma in Records Management and have at least one year of related work experience or another suitable combination of education and experience. Strong information technology skills and excellent organizational and file management abilities are essential. Well-developed verbal and written communication skills are required. Candidates must have the ability to work with minimal supervision. Knowledge of MS Office and electronic document management software would be assets.

The ability to lift boxes weighing 15 kg is required for this position.

Interested persons may submit an application by **March 8, 2024** to:

Human Resources Manager
Canada-Newfoundland and Labrador Offshore Petroleum Board
240 Waterford Bridge Road, Suite 7100
The Tower Corporate Campus – West Campus Hall
St. John's, NL A1E 1E2
E-mail: careers@cnlopb.ca

Any personal information you submit to the C-NLOPB in support of an application for employment is protected under privacy legislation. Our complete Privacy Statement and further details about the C-NLOPB can be accessed on our website at <http://www.cnlopb.ca>.

The C-NLOPB values a diverse workforce.