



NEW BRUNSWICK ENERGY & UTILITIES BOARD

COMMISSION DE L'ÉNERGIE ET DES SERVICES PUBLICS
NOUVEAU-BRUNSWICK

Records and Information Officer

Location: Saint John, New Brunswick

The New Brunswick Energy and Utilities Board (NBEUB) is an independent, quasi-judicial tribunal, which regulates the industries and utilities under its jurisdiction. The Board is governed by legislation and common law rules that require procedural fairness in all of its proceedings. More information on the NBEUB can be obtained at: <http://www.nbeub.ca>.

The Board is seeking an individual to join the administration team as a Records and Information Officer in Saint John. Reporting to the Chief Clerk, the Records and Information Officer will be responsible for the organization, storage, protection, and access of records within the NBEUB in compliance with policies and procedures.

Key responsibilities will include but are not limited to:

- Systematically managing information assets from creation or receipt through processing, distributing, sharing, using, accessing, organizing, storing, retrieving, and final disposition;
- Organizing and describing records according to a standardized classification file plan;
- Capturing, sorting, classifying, and coding records;
- Filing correspondence in all formats;
- Applying retention and disposition to semi-active records and preparing them for transfer to offsite storage;
- Converting hard copy files to digital files and, using the Board's filing system, making them available and searchable through the Board's website;
- Obtaining approvals for inactive records destruction under approved records retention and dispositions schedules;
- Responding to ad hoc requests by searching, locating, retrieving, and delivering information assets promptly;
- Communicating and arranging with suppliers for the continued technical maintenance of the Board's electronic filing system; and
- Other related duties may be assigned as necessary for operational requirements.

ESSENTIAL QUALIFICATIONS: The preferred candidate will have a post-secondary diploma and experience with filing systems or records management. Strong computer skills and excellent written and spoken competence in English is required. Strong spoken and written and French language skills are an asset. A certificate in Records and Information Management or equivalent education and experience is required.

TECHNICAL COMPETENCIES: The successful candidate is required to possess the ability to use office technology, software, and applications. Working experience in records and information management, planning and organizing skills is also required.

Salary: Salary will be competitive and commensurate with education and experience.

This is a unique opportunity to work in a collaborative team environment. If this challenging role and the opportunity to join a dynamic organization meets your career objectives, please forward your resume in confidence on or before 4:30 pm (ADT), on Monday, September 16, 2024, to the attention of:

Ms. Kathleen Mitchell
Executive Director, HR & Communications and Chief Clerk
New Brunswick Energy and Utilities Board
Brunswick House
44 Chipman Hill, Suite 500
P.O. Box 5001
Saint John, New Brunswick
E2L 4Y9

Email: Kathleen.Mitchell@nbeub.ca

While we appreciate the interest of those who submit an expression of interest, only those candidates selected for consideration will be contacted.