



## Fund for Railway Accidents Involving Designated Goods INTERN, LIBRARY PROJECT

The Administrator of the Fund for Railway Accidents Involving Designated Goods (the Administrator and the Fund, respectively) is looking for an intern as part of the Student Program **to assist with its library project**. This is a term internship position until April 30, 2020. The Office of the Administrator is based in Ottawa and so is the position to be filled.

### Job description

The main project of the intern is to assist the Fund with its library project. As outlined in the project plan, and supported by the Information management officer, the principal tasks of the intern are:

- Preparing the spreadsheet for inventory of library material, and determining the data to collect for the inventory;
- Conducting the library inventory, by inputting cataloguing data into the spreadsheet;
- Developing cataloguing and classification standards and practices at the Funds, and assisting in setting up the physical library;
- Assisting with identifying material that is surplus, based on the Funds' library surplus policy;
- Investigating disposal methods for surplus material;
- Preparing surplus material for final disposition by following disposal procedures;
- Assisting in setting up the Funds' information management system to include the catalogue of library material, and inputting the cataloguing data;
- Conducting a feasibility assessment for a scanning project of the library's resources.

The incumbent may also be involved in other tasks and projects to support the Records and information management program at the Funds. Such tasks could include:

- Classifying and filing the Funds' information resources of business value;
- Providing guidance about the classification system, file numbers, and document cataloguing to the Funds' employees and contractors;
- Responding to research and information requests from the Funds' employees and contractors, and preparing reports, lists, data, or statistics as needed;
- Assisting with file disposition projects, and related weeding and file transfer activities (ex: preparing file transfers to an offsite storage facility);
- Assisting with, and opportunity to lead, information management training sessions as they arise;
- Assisting with the maintenance of the Funds' files and classification system, by reviewing file structures;

- Reviewing, validating, and inputting incident-related data in the Funds' information management system, based on data collected in the course of various projects.

There is also an opportunity to tailor the tasks to the strengths, knowledge, and interests of the incumbent.

### **Profile sought**

As this is a student position, candidates should be enrolled in a Library Technician or Records Management Program in a post-secondary institution (college level), having at a minimum begun their first year. Additional experience in the field of librarianship and / or records management is an asset.

Candidates should have knowledge of:

- Methods and practices in cataloguing and classification;
- Principles and techniques of collection management and maintenance;
- Weeding and deselection standards and practices;
- Data management, including an understanding of the implications on data analysis and database searches;
- Database functionality, including the ability to navigate and conduct searches in an electronic document and records management system.

In addition, candidates for the role should:

- Have strong search skills, and the ability to conduct advanced and complex searches in a database;
- Be able to clearly explain records and information management concepts, and assist others in navigating their information management responsibilities;
- Be comfortable conducting research and performing analysis;
- Have strong attention to detail and be thorough in their work;
- Have good written and verbal communications skills;
- Be a team player;
- Be able to read English (essential), and work in English or in French (reading, writing, verbal). The ability to work in the other language (reading, writing, verbal) is an asset.

### **Conditions**

The salary range for this position is 15.40\$-20.62\$ per hour, depending on the candidate's experience. Please note the Office of the Administrator is outside of the federal public service and its employees and consultants are not covered by the collective bargaining agreements of the federal government.

The candidate is expected to work about 15 hours per week, on a regular schedule. Exact hours are flexible, but must fall within the timeframe of Monday to Friday, 7:30 am to 5:00 pm.

Work is to be completed at the Funds' Office located at 180 Kent Street in downtown Ottawa.

This is a term internship position until April 30, 2020.

## About the Office of the Administrator

The Fund for Railway Accidents Involving Designated Goods (FRAIDG) compensates victims of rail accidents involving crude oil, should damages exceed the railway's limit of liability. The FRAIDG was established in 2016 under the *Canada Transportation Act*, and is financed through a levy collected by the federally regulated railways from the shippers of crude oil.

The Ship-source Oil Pollution Fund (SOPF) compensates victims of oil pollution from any ship or boat anywhere in Canadian waters. It was established in 1989 under the *Canada Shipping Act* and later continued under the *Marine Liability Act*. It was originally financed through a levy collected on oil interests.

The Funds are headed by an Administrator seconded by a Deputy Administrator, both of whom are appointed by the Governor in Counsel. Located in downtown Ottawa, the Funds share the same offices, the same Administrator and Deputy Administrator, and the same staff. A multidisciplinary team of some 20 persons currently works in these offices in various capacities (employees or consultants), complemented by a network of consultants and lawyers across Canada.

For more information about the Funds, please consult [www.sopf.gc.ca](http://www.sopf.gc.ca) and [www.fraidg.gc.ca](http://www.fraidg.gc.ca) , as well as the past annual reports posted on these websites.

## How to apply

Candidates should send their CV and a cover letter to the attention of Claire Dionne, Information Management Officer, at [claire.dionne@sopf-cidphn.gc.ca](mailto:claire.dionne@sopf-cidphn.gc.ca). Questions on the position should be directed, in writing, to [claire.dionne@sopf-cidphn.gc.ca](mailto:claire.dionne@sopf-cidphn.gc.ca).

**Deadline for response:** October 21, 2019 at 11:59 pm

**Reference number:** 231-03-06