



## Information Management Officer

### About the Office of the Administrator

The Office of the Administrator manages the Ship-source Oil Pollution Fund and the Fund for Railway Accidents Involving Designated Goods.

The Ship-source Oil Pollution Fund (SOPF) compensates victims of pollution from the discharge of oil from ships in Canadian waters. The Fund for Railway Accidents Involving Designated Goods (FRAIDG) compensates victims of rail accidents involving crude oil, in the event that damages exceed railway liability limits.

Both Funds have their own dedicated staff and are managed as separate entities. They are supported by a shared corporate services team. Approximately 20 employees, consultants and students occupy a single office location in downtown Ottawa. Employees come to the Funds with a wide variety of backgrounds and expertise, including finance, law, marine and rail expertise, communications, information management, and administration.

Additional information on the Funds can be found on their websites and in their respective annual reports:

- Ship-source Oil Pollution Fund ([www.sopf.gc.ca](http://www.sopf.gc.ca))
- Fund for Railway Accidents Involving Designated Goods ([www.fraidg.gc.ca](http://www.fraidg.gc.ca))

### Requirement

The Administrator of the Fund(s) has identified the need for an **Information Management Officer** to manage the records and information management function at the Funds.

Based in the Ottawa office and under the direction of the Director, Corporate Services, the Information Management Officer:

- Analyzes, interprets and adapts Government of Canada information management (IM) policies, regulations and directives as required.
- Develops and maintains records and information management (RIM) policies, procedures and standards.
- Develops and maintains Record Classification Standard and Records Retention and Disposition Schedules.
- Liaises with Library and Archives Canada (LAC) on record-keeping and archival topics, including the Funds' disposition authorities and the transfer of archival records to LAC.
- Manages business processes and systems for electronic document and records management, including user configuration, access permissions, and



supplier/vendor liaison; identifies, develops and implements related IM business process improvement projects.

- Manages library collection(s).
- Manages records retention and disposition activities.
- Conducts and oversees operational record-keeping activities, including the creation of new files, record classification and filing, and physical file transfers to and from offsite storage.
- Provides advice and guidance to program managers and employees regarding the integrity of incident case files/ databases and statistics.
- Provides advice and assistance for document research and reference services in response to internal or external requests for information.
- Conducts research into IM trends, developments and practices within the public and private sectors.
- Provides direct supervision of an Information Management Support Officer; as well as functional supervision for other employees performing information and records management activities.

This is an indeterminate full-time position.

## Profile

Candidates should have the following minimum qualifications:

- University degree in records management, information management, information resource management, or library science; and at least five years of experience working in the field of records management, information management, or librarianship;
- Knowledge of methods and practices of records management, classification, disposition, and weeding;
- Strong database search skills, including advanced and complex searches, and good understanding of the functions of databases and electronic document and records management systems;
- Good written and verbal communications skills, especially for clearly explaining records and information management concepts and processes;
- Good reference and customer assistance skills;
- Strong attention to detail;
- Experience using modern office software applications, including Microsoft Office 365; database and records management software;
- Eligibility for a reliability security clearance.



- Bilingualism -- Ability to read and understand English and French, and work in either English or French.

## Compensation

The starting salary for this position ranges from \$82,000 to \$110,000 for a 35-hour/week, depending on the experience. The range is subject to pending re-valuation and adjustment.

Please note that 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. Furthermore, the employees of the Office of the Administrator are not covered by the pension and benefits regime provided to federal public service employees.

## How to apply

Candidates should clearly state the position being applied for, and send their CV and a cover letter to the attention of [info@sopf.gc.ca](mailto:info@sopf.gc.ca). Questions on the position should be directed, in writing, to [info@sopf.gc.ca](mailto:info@sopf.gc.ca).

## Deadline for submission

**Sept 4, 2023**