



## Information Management Support 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 has identified the need for an **Information Management Support Officer** to carry out the day-to-day records and information management (RIM) activities of the organisation.

Based in the Ottawa office and under the direction of the Information Management Officer, the principal tasks of the Information Management Support Officer include:

- Records classification, filing, and retrieval
  - Receive records for filing (print and electronic), and ensure they have been properly prepared for filing according to procedures
  - Classify and file records of business value according to the Office's classification standard
  - Open new files and volumes, and update existing file information as required
  - Respond to research and information requests from the Office's staff members
- Training and guidance



- Provide ongoing guidance to staff members on the classification standard, files, filing procedures, records classification or other information management topics, as required
- Assist staff members in navigating the electronic document and records management system
- Lead and assist with formal staff training sessions on information management topics
- Disposition and weeding
  - Assist with file disposition projects and tasks, by coordinating and preparing their disposal or their transfer to Library and Archives of Canada or to an offsite storage facility
  - Dispose of surplus library resources according to the disposition process, and prepare materials and coordinate their transfer to Library and Archives Canada or other institutions
- Records and information management project and program support
  - Assist the Office in the transition to electronic record keeping, including providing feedback on proposed procedures, structures, and system functionalities, and providing guidance to staff members on navigating the new system and processes
  - Provide support on other records and information management projects and activities at the Office, as required and as directed by the Information Management Officer

This is a one-year term contract position. Options for full or part-time work between 20-35 hours/week will be considered.

## Profile

Candidates should have the following minimum qualifications:

- College diploma or university degree in records management, information management, information resource management, or library science; **OR** at least one year 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



Office of the Administrator of the  
Ship-source Oil Pollution Fund

Bureau de l'administrateur de la Caisse  
d'indemnisation des dommages dus à la  
pollution par les hydrocarbures causée  
par les navires

Office of the Administrator of the  
Fund for Railway Accidents Involving Designated Goods

Bureau de l'administrateur de la Caisse  
d'indemnisation pour les accidents ferroviaires  
impliquant des marchandises désignées

- Good reference and customer assistance skills
- Strong attention to detail
- Experience using modern office software applications, including Microsoft Office 365
- Eligibility for a 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 \$49K to \$61K for a 35-hour/week, depending on the experience.

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

### How to apply

Candidates should send their CV and a cover letter to the attention of [info@sopf-cidphn.gc.ca](mailto:info@sopf-cidphn.gc.ca).

Questions on the position should be directed, in writing, to [info@sopf-cidphn.gc.ca](mailto:info@sopf-cidphn.gc.ca).

### Deadline for submission

**Monday, May 2, 2022**