

Source: **BC Hydro**  
Job Title: **Records & Info Management Leader**  
Job Number: **BCH-T-1821-220920E2**  
Job Location: **Vancouver, British Columbia, Canada**

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Powered by water... and by people like you

Providing clean electricity to 4 million customers takes a diverse workforce and that's where you come in. We need your talent to help us build major projects to meet growing demand. To help our customers find clean energy solutions for their homes and businesses and to be ready to respond during storms and outages to keep our system reliable.

Working for BC Hydro is meaningful. And now, the stakes have been raised as we work towards a solution to climate change while safely providing clean, affordable electricity to our customers.

We offer a healthy work life balance, training opportunities and career progression. We're proud to be ranked as one of B.C.'s Top Employers and one of Canada's Best Diversity Employers. Join us as we build an even cleaner B.C.

## **JOB DESCRIPTION**

### **Duties:**

- \* Provides work leadership to and may perform some of the same duties as Records and Information Management (RIM) staff; provides training to RIM staff in all aspects of RIM functions; ensures staff are current in the software and processes involved in document imaging and using Electronic Document Management System (EDMS) applications; acts on behalf of manager when required and where appropriate; assists the manager in evaluating employee performance, defining training requirements, and interviewing candidates for vacancies; provides selection recommendations.
- \* Ensures RIM, Generation, and Corporate standards, policies, and procedures are met; assists in the development and implementation of new or revised policies, procedures and practices; assists the manager in all aspects of implementing, maintaining, and continuously improving Generation's RIM Program, including on-going research and reporting of regulation changes and evaluating impact on records retention policies and regulatory requirements.
- \* Provides technical support and assistance to Generation Web Group related to the planning, design, and maintenance of Generation intranet web sites; works with end-users to determine requirements and coordinates implementation. Provides IT department with business process requirements for document management system and assists with developing detailed functional requirements documents; makes recommendations and provides solutions for system enhancements; troubleshoots system problems on unique system applications used by the department, including software for departmental databases and web sites, and hardware problems; main contact for and assists clients in development and implementation of web pages as they relate to Generation and EDMS.
- \* Conducts demonstrations and presentations of the RIM Program and EDMS to Generation staff; conducts formal and informal training, information seminars and presentations to staff on the system and search tool,

Generation standards, processes, workflow, and best practices; creates end-user manuals and program functional documents.

- \* Assists manager in the coordination, preparation and ongoing administration of the budgeting process, review of monthly variance reports and advises of cost overruns; processes expense claims, invoices, and accounts payable documents; responsible for petty cash fund and corporate purchasing card; approves payments up to delegated signing authority; checks the accuracy of and reconciles local purchases, vendor reports, monthly phone bills, network computing charges, etc. resolving any discrepancies; prepares purchase requisitions for office furniture, equipment and other miscellaneous items for approval.
- \* Reviews requirements for materials, equipment and services to be purchased and/or leased; provides analysis and recommendations for acquisition of office equipment and supplies to meet the needs of Generation; discusses needs with sales, manufacturers and suppliers; provides information and guidance to Generation customers such as specification requirements and contract documentation detail; makes recommendations to the KBU on most cost effective method of procurement; researches promotional material and other market information; keeps abreast of the latest technology and visits showrooms; determines pricing and delivery terms through discussions with suppliers; ensures BCH acquisition standards are followed; prepares business case for acquiring non-standard equipment and necessary approval forms.
- \* Performs a variety of administrative support duties such as: coordinate office accommodation and moves with Space Planning; arrange solutions for furniture and equipment deficiencies; prepare various employee documents such as Change of Status, requisitions for help terminations, etc. and follows-up to ensure necessary action is taken; complete forms for employee security access, computer authorization, union membership, etc.; report phone and building facilities failures to appropriate personnel.
- \* Participates in special and other projects as required that do not affect the rating of the job.

#### **Qualifications:**

- \* High school graduation supplemented with leadership, leadership coaching, and business English and writing skills certificate programs at a post-secondary level, plus Records and Information Management courses and seminars recognized by the Association of Records Managers and Administrators (ARMA).
- \* Minimum 4 years records and information management experience, including experience working in engineering and IT environments. Must understand structure of databases and have experience with electronic document managing and imaging systems. Detailed understanding of all aspects of records management including classification structures and retention schedules.
- \* Minimum 2 years of demonstrated hands-on web page development experience, including working knowledge of web based technologies. Proficient in the use and operation of various graphic and financial software applications such as Pagemaker, Adobe Photoshop, Adobe ImageReady, CorelDraw, and Peoplesoft. Experience in classroom style training and conducting demonstrations and presentations to large groups.

This role is within the Document Management group and reports to the Document Control Manager.

Additional skills that would be an asset for the successful incumbent include:

- \* Excellent leadership, teamwork, problem solving, time management and organizational skills.

- \* Listens to others and seeks to understand their expectations, ideas and concerns.
- \* Supports team in problem-solving and maintaining a respectful environment.
- \* Remains patient, despite frustrations, in order to maintain constructive relationships in difficult situations.
- \* Demonstrates ability to see things from others' perspective and is open to others' viewpoint.
- \* Ability to solve problems independently.
- \* Strong customer service skills with the ability to support client needs and requests.
- \* Communicate effectively with staff, contractors, clients and managers and respond effectively, timely and with a high level of customer service, to inquiries and requests.
- \* Ability to organize work into assignments that can be allocated to the team, and ability to restructure and re-prioritize work and assignments as needed.
- \* Good public speaking and facilitation skills.
- \* Minimum 1 day per week in the office is required.

Please note the following:

- \* This position does not use: HTML/SHTML/XHTML, ASP Javascript or CSS.
- \* Web page development is no longer required.
- \* Any reference to PeopleSoft has been replaced with SAP.

#### **ADDITIONAL INFORMATION**

**This position is affiliated with the Movement of United Professionals union (MoveUP/COPE).**  
<http://moveuptogether.ca>

- \* This Full Time Temporary position is under Move Up MOU 15, and is scheduled until approximately December 2025.
- \* Shift: Monday to Friday, regular hours.
- \* A valid Class 5 Driver's license held and maintained in good standing is required for this role.

#### **How to Apply**

Interested candidates should submit their applications online at [https://app.bchydro.com/careers/current\\_opp.html](https://app.bchydro.com/careers/current_opp.html) by **September 27, 2022**.

[Click here](#) to access the job posting or visit the [BC Hydro "Current Opportunities" Careers page](#) to view and apply for jobs.

**You must use a supported browser, such as Firefox, Internet Explorer, Google Chrome or Safari. Your pop up blocker will also need to be disabled for the BC Hydro Careers site.**



On the BC Hydro Careers site, click on the Apply button in order to complete the steps to apply for this job. Please be sure to update your Candidate Profile with your current resume and include copies of your certifications, if applicable.

We're always looking for exceptional people to bring new ideas, fresh thinking and the motivation to help shape the electricity system in B.C. It's an exciting time to be a part of our team as we invest in our system and prepare to meet the challenges of tomorrow.

Our values guide our work. Want to join us?

We are safe.

We are here for our customers.

We are one team.

We include everyone.

We act with integrity and respect.

We are forward thinking.

BC Hydro is an equal opportunity employer.

We include everyone. We welcome applications from anyone, including members of visible minorities, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

We are also happy to provide reasonable accommodations throughout the selection process and while working at BC Hydro. If you require support applying online because you are a person with a disability, please contact us at [Recruitmenthelp@BCHydro.com](mailto:Recruitmenthelp@BCHydro.com).

All BC Hydro employees will be required to show proof of full Covid-19 vaccination.

Flexible work model role definitions

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Our four role types identify the degree of flexibility an employee could have to work from home based on the type of work they do. The flexibility for an individual job is up to the manager for each position and the operational requirements. Employees also have the right to work full-time from the office if they prefer. All of our roles require at least some in-person time.

IBEW/Field – No option to work from home

Resident – Works primarily (4+ days per week) in the office.

Hybrid – May be able to work from home up to 3 days per week.

Remote – Works from home 4+ days per week