

## RECORDS AND INFORMATION ANALYST / TAXONOMIST

### 1. Background:

BC Hydro is a commercial Crown corporation, owned by the Province of British Columbia and regulated by the British Columbia Utilities Commission. BC Hydro's mission is to provide our customers with reliable, affordable, clean electricity throughout BC, safely. It is one of the largest electric utilities in Canada, serving more than 1.8 million customers in a diverse geographic area containing over 95% of British Columbia's population.

TELUS is a publicly traded communications company committed to leveraging their world-leading technology to enable remarkable human outcomes in our all-connected world. With \$14.4 billion of annual revenue and 13.4 million customer connections, including 9.2 million wireless subscribers, 1.9 million high-speed Internet clients, 1.2 million residential network access lines and 1.1 million TELUS TV® customers, TELUS is one of the largest communication providers in Canada.

BC Hydro and TELUS jointly own approximately 750,000 wooden distribution poles throughout the Province of BC. The Joint Use Office manages billing and records of jointly owned infrastructure on behalf of both companies. In addition to the Joint Use Office, this records management review will extend to records associated with the governance committees between the two companies on the jointly accessed Share Point site.

### 2. Scope of Work/Deliverables:

BC Hydro is looking for a consultant to fulfill the role of a Records and Information Analyst / Taxonomist. The consultant shall provide consulting services related to reviewing and instituting taxonomy / file structure for the Joint Use department in the Interconnections and Shared Assets group, including:

- Produce a high-level records management report to document the current state of recordkeeping practices. The report will be based on:
  - Interviews with BC Hydro and TELUS staff (approximately 12 people)
  - Electronic systems assessment: to assess the use of shared drives, Outlook, Share Point, Oracle database and any other pertinent electronic system;
  - Paper records assessment;
  - Existing process diagrams.
- Assess existing taxonomies, file structures and related filing practices (e.g. file naming, folder level tree structure).
- Identify areas for improvement and recommend a strategy to achieve a future state that complies with pertinent legal and privacy requirements, with records management best practices and standards, and with applicable BC Hydro and TELUS internal records and information management policies.
- Assist the Joint Use department in prioritizing issues to focus on to implement a sound recordkeeping system, which may include: metadata management to promote efficient and effective search and browsing; establishing retention periods and respective implementation strategy; establishing which records should be generated and the elements required for completeness; security management; recordkeeping procedures.



- Identify the anticipated budget requirements to implement critical improvements during calendar 2020 by no later than 1 November 2019 so that accommodations can be made in the jointly held budget between BC Hydro and TELUS.

### **3. Typical Background and Experience:**

Degree in archival studies, library and information studies, or equivalent degree and experience.

### **4. Contract Term:**

The contract is for a maximum 12-week term beginning as soon as possible and ending preferably by November 30, 2019. The total amount for this contract is \$ 15,000. The primary work location is BC Hydro's office located at 6911 Southpoint Drive, Burnaby, B.C., and some meetings may be required at the TELUS location at 3777 Kingsway Avenue, Burnaby, B.C. BC Hydro will provide a workspace. Consultants are expected to provide their own technology (laptop/software) and mobile communication device.

Applications should be submitted to Lara Mancuso ([lara.mancuso@bchydro.com](mailto:lara.mancuso@bchydro.com)) by 4:30 pm until August 30<sup>th</sup>.