**Intermediate Information Analyst**

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| Job Type: Temporary, full time | Location: Victoria, BC Canada |
| **Union/Excluded:** BCGEU | **Criminal Record Check:** Required |
| **Salary Range:** $70,950.64 to $80,892.74 per annum (salary includes 6.6% temporary market adjustment) | **Competition:** PC22:**47405** |
| **Classification:** Information Systems R24 | **Closing Date:** March 14, 2022 |
| **Additional Info:** An eligibility list to fill future vacancies may be established.Lesser qualified applicants may be appointed at a lower level.The expected length of this appointment is 6 months. This appointment may be extended or become regular.  |

**Why choose us?**

There is more to Pension Corporation than you might think. We are an award-winning organization with meaningful purpose-driven work, where staff have impact and create peace of mind for those we serve. We have cultivated an outstanding community rooted in respect, where employees are inspired to have courage, take action, and be at their best every day.

Our new nine-year strategic plan, *Plan 20|30: Our Future is Insight*, will guide us from 2021 to 2030. To learn about our aspirations and objectives and how you can be a part of a people-focused organization that is grounded in operational excellence, visit [bcpensioncorp.ca](file:///C%3A%5CUsers%5Cnicfelli%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C0Z3B6BVT%5Cbcpensioncorp.ca%5Chome)

What we offer:

* A variety of work options (modified workweek, on-campus work, or a hybrid of work from home/on-campus)
* Incredible campus with collaboration spaces
* Ongoing training and professional development opportunities and scholarship programs
* Comprehensive extended health and dental benefits for you and your family
* Defined benefit pension program
* Health & wellness programs – lunchtime seminars, community activities and a comprehensive Employee & Family Assistance Program
* Opportunities to give back to the community and support not-for-profits
* Seasonal events and socials
* A robust awards/recognition program
* Discounts on BC Transit passes, travel and accommodation, cell phones and plans, and more

**BC Pension Corporation is committed to the health and safety of our employees and is taking every precaution against COVID-19 while supporting our culture of community and connection in our hybrid workplace. We have implemented a COVID-19 Vaccination Policy that requires all new employees, as a condition of their employment, to confidentially self-disclose to the Corporation that they are fully vaccinated (two COVID-19 vaccinations). Details about the COVID-19 verification process will be provided at the time of offer.**

**The opportunity**

We are seeking an Intermediate Information Analystto join our team in **VICTORIA, British Columbia, Canada.**

This position will support our staff transition to a M365 Teams and SharePoint environment. You have a strong desire to help people, a knack for finding answers, and innate ability to explain how things work. You will use your information management expertise to help staff organize their information, minimize duplication, and eliminate redundant, obsolete, and trivial information. You are excited about new technology and eager to take on new challenges. This is a great opportunity for somebody who wants to apply their information management skills in a the M365 cloud.

**What do you need to succeed?**

Must have

* Degree in Computer Science, Information Studies, or a related discipline and one year of recent, related experience; OR,
* Diploma in Computer Science, Information Studies or a related discipline and 3 years of recent, related experience; OR,
* Certification in Computer Science, Information Studies or a related discipline and 5 years of recent, related experience.
* An equivalent combination of related education and experience may be considered.
* Recent experience providing business and/or information analysis and/or privacy analysis on small to mid-size projects.
* Recent experience working with legislation, policies and procedures related to the collection, use and disclosure of information.
* Experience with a content management system, e.g. SharePoint, M365, OpenText, HP Trim etc.
* One or more of the following:
	+ Experience supporting an information or records management program
	+ Experience with information or data quality initiatives or metadata or taxonomy management
	+ Experience with BC’s Freedom of Information and Protection of Privacy Act (FOIPPA) and related regulations, policy, and procedures
	+ Information management or Privacy related designation (e.g. Certified Information Professional or CIPP/C, CAPPA)

**Application requirements**

**Cover letter:** Please do not submit a cover letter; it will not be reviewed.

**Resume:** A resume is required as part of your application, however, it may not be used for initial shortlisting purposes. Ensure your resume includes your education, the start and end dates (month and year) of your employment, and any relevant information that relate to the job requirements.

**Questionnaire:** As part of the application process, you will be prompted to complete an online questionnaire to demonstrate how you meet the job requirements. Responses will be used to shortlist applicants against the job requirements.Please allow approximately 25 minutes to complete this questionnaire.

Current employees must have their supervisor’s approval in writing before applying on an under seven-month temporary assignment. Please attach the approval notification when applying.

**Please submit your application through https://bcpensioncorp.prevueaps.ca/jobs/15610.html**

**Applications will be accepted until 11:59pm PST on the closing date referenced above. Late applications will not be considered.**

**Diversity & Inclusion**

BC Pension Corporation i[s an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all.](https://home.kpmg.com/ca/en/home/about/diversity-and-inclusion.html) All qualified applicants will receive consideration for employment without regard to race, national origin, age, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.

We are committed to ensuring that reasonable accommodations are made available to persons with disabilities during the recruitment, assessment and selection processes and will provide reasonable accommodations upon request. If you require assistance or accommodation due to a disability, please email us at jobs@pensionsbc.ca.

**Thank you for your interest in working with us. We will let you know about your status in this competition as soon as possible.** If you have questions about this opportunity, please email us at jobs@pensionsbc.ca.