

Open Competitions

**Finance and Treasury Board
Archivist (Private Sector Records)
Pay Band 4
FREDERICTON
OPEN**

Finance and Treasury Board is seeking a Private Sector Records Archivist to join the team at the Provincial Archives in Fredericton.

Successful candidates will be skilled, agile, outcomes-focused, and highly-motivated with a demonstrated interest in the acquisition, accessibility, awareness, and preservation of the province's documentary heritage. These positions will focus on client and donor engagement, creating research collaborations and community partnerships, and the dissemination of analogue and digital archival content. They will engage with internal and external stakeholders to capture information and data as evidence of past initiatives and will process such records, making them available to inform present day and future planning, publishing, decision making, exposition, education, and life-long learning. Mentoring and instruction are key to fulfilling the Archives' mandate and these positions will be heavily involved in developing and executing such strategies. Candidates will need to demonstrate research experience, proficiency in archival principles, and adroitness in working with a diverse clientele. Adeptness with a variety of technologies will facilitate a candidate's success in these positions. These positions will contribute to a center of expertise in the province.

Essential duties will include public speaking in both official languages, creation of exhibits, trouble-shooting issues characteristic of legacy systems, assessing and devising research strategies, project planning, proposal writing, acquisition, arrangement and description of archival material, and participating in public events connected to the Archives. Analysis and decision making based on knowledge of the history of the province, stakeholder needs, and archival theory and practice, constitute the essence of this position. Design and application for project funding along with the supervision of contract and project positions generated by such grants will be a regular occurrence in this position. Some work outside normal work hours may be required.

ESSENTIAL QUALIFICATIONS: A Bachelor's degree in history, political science, information management, or related discipline, and 4 years' related work experience. Experience in archival procedures, the application of archival standards including RAD, and experience in web-based searching or presentations.

An equivalent combination of education, training and experience may be considered.

This position will require written and spoken competence in English and French ***Please state your language capability on your application.***

Applicants must clearly demonstrate the essential qualifications to be given further consideration. Please ensure that preferred language for assessment is identified on your resume.

May be required to travel within the province.

ASSET QUALIFICATIONS: Preference may be given to candidates that have:

- Research and writing experience.
- Driver's license.
- Familiarity with legislation governing access and use of records, including but not limited to the Archives Act and Copyright.
- Ability to work independently and in teams.
- Research training and experience is a definite asset
- Familiarity with applications such as Adobe Pro

Subject to the response to this competition, candidates may be required to demonstrate on their application the asset qualifications in addition to the essential qualifications in order to be given further consideration.

BEHAVIOURAL COMPETENCIES: The successful candidate will possess the following behavioural competencies:

- Analytical Thinking/Judgement
- Client Service Orientation
- Flexibility
- Results Orientation
- Relationship/Network Building

TECHNICAL COMPETENCIES: The successful candidate will possess the following technical competencies:

- Competency in Office Technology, Software, and Applications
- Presentation skills
- Planning and organizational skills
- Knowledge of the Province's history'
- Planning and organizational skills

This competition may be used to fill future vacancies at the same level.

Salary: \$49,868 to \$69,732 per annum

Interested applicants are to apply on-line at www.ere.gnb.ca no later than **March 03, 2021** indicating competition number: **21-FTB-07**.

Human Resources Services
Phone: (506) 440-3544

We thank all those who apply however only those selected for further consideration will be contacted.

As per the *Civil Service Act*, candidates registered with the [Equal Employment Opportunity Program](#) and veterans, who demonstrate they are among the most qualified, shall be given preference at the time of appointment.

We promote a scent-reduced environment.
We are an Equal Opportunity Employer.

The New Brunswick Public Service: Improving the lives of New Brunswickers every day!

Apply Online

<https://www.ere.gnb.ca/competition.aspx?compno=19130&lang=E>