DEPTID	DeptID Desc	Position	Job Title	Reports To	Classification
112-0104	SS-LBS-Record Services (CSTM)	00045050	Records Officer	00045064	Archivist R24
112-5240	SS-LBS-Records Mgmt Operations	00044783	Archivist	00102423	Archivist R24
112-5240	SS-LBS-Records Mgmt Operations	00045083	EDRMS Implementation	00045064	Archivist R24
112-5240	SS-LBS-Records Mgmt Operations	00045088	Archivist	00102425	Archivist R24
112-5240	SS-LBS-Records Mgmt Operations	00045363	Archivist/Records Analyst	00045064	Archivist R21
112-5240	SS-LBS-Records Mgmt Operations	00061552	Archivist	00102425	Archivist R24
112-5240	SS-LBS-Records Mgmt Operations	00062875	Archivist	00102425	Archivist R24
112-5240	SS-LBS-Records Mgmt Operations	00095075	Senior Archivist	00045064	Archivist R27
112-5240	SS-LBS-Records Mgmt Operations	00102425	Archivist	00083801	Archivist R27
112-5240	SS-LBS-Records Mgmt Operations	00104321	Archivist	00102425	Archivist R24
112-5240	SS-LBS-Records Mgmt Operations	00104322	Archivist	00102425	Archivist R24
112-5240	SS-LBS-Records Mgmt Operations	00104323	Archivist	00102425	Archivist R24
048-8628	ESSP KM Library Services	00002253	Team Ldr., Library Info & Serv	00002074	Librarian R30
062-2025	Libraries & Literacy	00037349	Library Consultant	00037326	Librarian R27
062-2025	Libraries & Literacy	00037369	Library Consultant	00037326	Librarian R27
062-2025	Libraries & Literacy	00088108	Library Consultant	00037326	Librarian R27
022-2691	RPD Income Taxation Branch	00079384	Knowledge Mgr, Librarian Tax A	00077150	Librarian R24
026-4015	Rsrch Knwldg Trnsln & Library	00026843	Librarian, Library Services	00031471	Librarian R27
026-4015	Rsrch Knwldg Trnsln & Library	00031471	Manager, Library Services	00031855	Librarian R30
026-4015	Rsrch Knwldg Trnsln & Library	00056476	Librarian R24	00031471	Librarian R24
026-4015	Rsrch Knwldg Trnsln & Library	00100272	Lib R24	00031471	Librarian R24
105-0609	LSB - Strategic Knowledge Mana	00009860	Reference Librarian	00096658	Librarian R21
105-0609	LSB - Strategic Knowledge Mana	00013276	Managing Librarian	00096658	Librarian R24
105-0609	LSB - Strategic Knowledge Mana	00015379	Director, Library Services	00096658	Librarian R27
105-1200	Superior Court Judiciary	00010965	Librarian N24	00072585	Librarian R24
	Research Profiles				
		256	Research Administrator		RO 13
		218	Research Analyst		RO 18
		156	Research Analyst		RO 21
		157	Researcher		RO 24

POSITION TITLE:	Archivist	POSITION NUMBER(S): *104 3 21* *104 3 22* *104 32 3*	44783, 45050, 45083, 45088, 61552, 62875
DIVISION: (e.g., Division, Region, Department)			
UNIT: (e.g., Branch, Area, District)	Corporate Information Management Branch	LOCATION:	Victoria
SUPERVISOR'S TITLE:	Manager, Information Management Operations	POSITION NUMBER	83818
SUPERVISOR'S CLASSIFICATION:	ML4 (U/R)	PHONE NUMBER:	

PROGRAM

The Office of the Chief Information Officer (OCIO) is responsible for providing central direction and control for government information, including records management for government ministries, Crown corporations and agencies and the broader public sector. The effective management of information enables government to support decision-making, reduce costs, meet business, legal and accountability requirements and preserve British Columbia's documentary heritage.

The Corporate Information Management Branch (CIMB) plays a strategic leadership role in government's understanding and management of information, and specifically of records, as a strategic asset. In this role, the Branch is responsible for supporting the administration and maintenance of records management and for ensuring compliance with the *Document Disposal Act*, which provides the statutory authority for government-wide management of all recorded information, including electronic records.

In support of this role, the Branch is responsible for developing and maintaining corporate standards for the creation, security, accessibility, use, retention, disposal and preservation of public-sector records, including the administration and maintenance of the *Administrative Records Classification System (ARCS)*, ministry-specific *Operational Records Classification System (ORCS)* and the Automated Records and Information System (ARIS).

PURPOSE OF POSITION

The Archivist identifies which records of government must be preserved to protect government and citizen rights, uphold government accountabilities, meet long-term legal, fiscal, audit and operational requirements, and preserve British Columbia's documentary heritage. This position develops and maintains corporate policies, guidelines and standards for the maintenance, use, preservation and disposition of government information assets. The position is part of a self-managed team of professional staff and carries out senior level archivist/information management advisor responsibilities. The Archivist:

1. determines the value of government information holdings for destruction or retention in the government archives,
2. reviews integrated information classification and retention systems of government ministries and agencies for compliance with established standards,
3. advises government ministries and agencies on management, classification, and disposition of government information holdings throughout their life cycle,
4. serves as a government expert authority on information management and archival concerns, and
5. develops information management policies, guidelines and standards.

NATURE OF WORK AND POSITION LINKS

The position evaluates the management of recorded information programs; analyses ministry and agency functions, workflows and uses of information; and examines and analyses information to evaluate its content. The position liaises with ministry and agency staff and advises them on corporate standards, guidelines, and policies; assists them in resolution of issues regarding management of information assets; and provides advice to management on issues of information management and archival concerns. The position undertakes research, provides counsel and makes recommendations with regard to information management and archival concerns. The position provides expert advice and knowledge and develops policy, guidelines and standards for the management and preservation of government information assets in all media, including information in electronic formats. As well, the position leads and manages projects.

Position links include:

1. **Senior Executives** – explain the requirements and benefits of the corporate information management program for ministries/agencies; obtain support for information management initiatives.

2. **Public Documents Committee (PDC)** – organize meetings and presentations, and represent decisions related to the retention and destruction of government information holdings. The PDC is a legislated body composed of the Comptroller General, the Provincial Archivist, and a Ministry of Attorney General senior solicitor.

3. **Directors/Managers of Information and Privacy and Ministry/Corporate Records Officers** - advise regarding correctly interpreting and applying corporate information management policies, standards, guidelines and best practices.

4. **Program managers and staff** – obtain information about program mandates, business processes, records creation and information holdings; also advise regarding correctly interpreting and applying corporate information management policies, standards, guidelines and best practices.

5. **External vendors** – provide advice about corporate information management standards, best practices and approaches; provide feedback about draft work products.

6. **Royal British Columbia Museum Corporation (BC Archives)** – review and evaluate appraisal decisions for destruction or retention of government records in the custody the BC Archives.

7. **Other jurisdictions** - consult with and provide advice to information management and archives programs in other jurisdictions (federal, provincial, municipal and foreign); represent the BC Government at national and international information management and archival conferences.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. **Determines the value (i.e., conducts appraisal) of government information holdings for destruction or permanent retention in the government archives based on an analysis of the enduring evidential, historical, legal and other values to government and the public. Provides an expert authority in this regard by:**

    a. Evaluating information holdings by:
    - researching the mandate, functions, and history of government organizations; and the context and content of their information holdings,
    - reviewing draft integrated information classification and retention systems (*ORCS*, *ARCS*, and other schedules),
    - reviewing relevant legislation and regulations in BC and other jurisdictions,
    - analysing and documenting government business processes and supporting information systems/holdings (business and functional analysis)
    - interviewing clients to obtain information about program mandates, business processes, records creation and information holdings,
    - examining information holdings at work sites and storage facilities across the province,
    - examining related records (colonial period to present) already held at the government archives,
    - researching related holdings in archives and libraries in BC and other jurisdictions,
    - reviewing and analysing related appraisal decisions in BC and other jurisdictions, and
    - analysing financial and legal risks to government if information holdings are destroyed after a specified period.

b. Reviewing classification systems, retention periods, and descriptions of records in draft integrated information classification and retention systems (*ORCS*, *ARCS*, and other schedules) to ensure accuracy, compliance with CIMB standards and professional best practice, and that costs and risks to government are considered.

c. Identifying the information holdings that must be permanently preserved and made accessible in the government archives to ensure the ongoing protection of the rights of the citizens and organizations of British Columbia, and to maintain accountability for government actions over time.

d. Making recommendations on whether to permanently retain or destroy government information holdings.

e. Communicating and negotiating with government ministries and agencies to obtain acceptance of recommendations for draft integrated information classification and retention systems, including retention and destruction.

f. Making recommendations which minimize the cost and risk to government regarding the retention periods and final disposition of government information holdings.

g. Preparing a written summary of these (appraisal) recommendations, including the reasons for them, for presentation to peers, Branch management, government ministries and agencies, Public Documents Committee, Public Accounts Committee, and the Legislative Assembly.

2. **Coordinates and documents approval of integrated information classification and retention systems for government information under the *Document Disposal Act* by:**

   a. Coordinating ministry/agency approval and obtaining central agency (CIMB) approval of integrated information classification and retention systems.

   b. Organizing PDC meetings.

   c. Providing assistance and advice to ministries and agencies preparing presentations to PDC.

   d. Presenting and defending to PDC appraisals of government information holdings (i.e., decisions to retain or destroy) covered by integrated information classification and retention systems.

   e. Assisting ministry and agency representatives with enquiries from PDC.

3. **Advises and assists government clients regarding the management and disposition of government information, agreements for managing this information, compliance requirements, and general knowledge of government information management by:**

   a. Ensuring compliance with government-wide policies, guidelines and standards for management and disposition of government information by providing advice, and reviewing client ministry and agency information management practices.

   b. Developing and negotiating agreements with ministries and agencies regarding the management and disposition of government information.

   c. Educating ministries and agencies regarding legislation, policies, guidelines, and standards for the management of government information, and regarding information management and archival issues.

   d. Locating and retrieving specific information about ministry and agency information holdings for the purposes of ministry and agency planning, budgeting, and preparation for litigation (i.e., document discovery).

4. **Assumes responsibility as a government expert authority on all matters relating to information and archival management by:**

   a. Researching emerging conceptual and technological developments in information and archival management and analysing what opportunities and challenges they present for the BC Government.

   b. Acting as an advocate for change in business processes and practices looking for opportunities to introduce innovative and cost-effective solutions.

   c. Consulting and advising on complex, unusual or problematic cases.

   d. Advising on preservation and conservation concerns and issues relating to information holdings in a variety of formats (e.g., electronic, microfilm, film, paper).

   e. Ensuring data integrity of the database that manages the retention, disposition, and storage of information holdings for all government (ARIS).

5. **Develops, implements, and advises on policies, guidelines and standards for information management and the disposition of information holdings; for preservation and maintenance of fugitive or fragile documents in different media format; and for ensuring government accountability and risk avoidance, for use by CIMB staff and clients throughout government by:**

   a. Proposing, developing, monitoring, and revising policies, guidelines and standards for government-wide and internal use, relating to information management, and more specifically to:
      - reviewing the structure and content of integrated information classification and retention systems,
      - appraising information holdings (identifying them for permanent retention or destruction), and
      - analysing information management issues (to ensure cost-effective management and disposition of information holdings).

   b. Presenting policies, guidelines, standards and products for management and executive approval.

   c. Educating and advising clients (senior executive, management and program staff across government) on application of policies, guidelines and standards.

6. **Leads/Manages projects and teams by:**

   a. Identifying and initiating projects.

   b. Developing project charters, plans, and timelines.

   c. Managing and supervising staff and resources.

   d. Monitoring project timelines and deliverables.

   e. Training CIMB staff, ministry and agency staff, vendors, and volunteers on standards and project tasks.

   f. Providing expert advice and leadership to team members and project participants.

   g. Communicating and liaising with government ministries and agencies and other non-government stakeholders as appropriate.

   h. Preparing briefing notes, correspondence, agreements, reports and other project documentation.

FINANCIAL RESPONSIBILITY

1. Responsible for reducing or avoiding cost to government by ensuring the appropriate and efficient retention and destruction of government information assets.

2. Responsible for preparing contracts, monitoring contract deliverables, and certifying for release of payment, requiring discretion as to whether expected results have been achieved.

3. Provides cost/benefit analyses for different storage technologies (paper, microform, electronic and optical media) and for strategies to reduce the backlog of unidentified or unprocessed records in storage.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff		
Supervises staff through subordinate supervisors		

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role		# of FTE's	Role		# of FTE's
Supervises students or volunteers	☒	1	Provides formal training to other staff	☒	75
Lead project teams	☒	6	Assigns, monitors and examines the work of staff	☒	12

SPECIAL REQUIREMENTS

Occasional travel to worksites outside of Victoria to review records.

TOOLS / EQUIPMENT

In order to conduct work tasks the position is required to be competent in using:
- standard office hardware and software
- specialized electronic records and documents management software (e.g. TRIM) and archives and records information system database (ARIS)
- material handling equipment including hand carts, dollies, book trucks, mobile-shelving and loading docks
- personal protective equipment including filter masks, latex gloves, goggles and laboratory coats

WORKING CONDITIONS

The following working conditions apply to this position:
- multiple demands, perform more than one task at a time, with interruptions or balance conflicting demands in a specific time period
- 40 lb lifting, regular 20-84 min. a day, may require lifting all day
- moving and re-housing oversize and fragile documents
- keyboarding or repetitive motion
- regular exposure to dust and occasional exposure to mould when handling contaminated records
- occasional travel within province; North America

WORK EXAMPLES

See Attachment.

PREPARED BY

NAME:	DATE:	
Not Responsive	June, 2006	

EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: **(Date)**.
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART

STAFFING CRITERIA

Masters degree in Archival Studies and two years of related experience; or a Bachelors Degree and five years of related experience; or an equivalent combination of related experience, education and/or training. Related experience includes policy and standards planning, development and implementation; identifying, analyzing and effectively communicating policy issues related to government; and liaising with institutions, preferably in an archival and records management environment. Demonstrated experience in archival appraisal and selection, preferably in the context of integrated records classification and scheduling systems.

Must have a sound understanding of archival theory and principles, as well as knowledge of the *Document Disposal Act,* and related Government of British Columbia policy and procedures. Knowledge of current records management technology and standards. Knowledge of the structure, programs, and history of the Government of British Columbia is desirable.

Must apply sound judgment and critical thinking to analyze and resolve complex problems and be able to plan, organize and manage own complex work load. Must be able to work well in a cooperative team environment. Must demonstrate tact, discretion, and sensitivity when dealing with sensitive situations and confidential material. Must have excellent written and oral communication skills. Must be able to lift up to 40 pounds.

COMPETENCIES

Office of the Chief Information Officer
Corporate Information Management Branch

Not Responsive
Director, Information Management ML 6

Not Responsive
Budget & Finance Officer Clerk 14

Not Respopsive
File Clerk OA 2

Vacant
Manager, Information Strategies ML 5 (u/r)

Vacant
Manager, Corporate IM ML 4 (u/r)

Vacant
Business Analyst AO 24

Vacant
Senior Advisor (u/r)

Not Responsive
Archivist N21

Not Responsive
Archivist N21

Not Responsive
Advisor AO 21

Not Responsive
Archivist N21

Not Responsive
Archivist N21

Not Responsive
Advisor AO 21

Not Responsive
Archivist N21

Not Responsive
Archivist N21

Vacant
Advisor AO 21

Not Responsive
Corporate IM Systems Supervisor IS 21

Vacant
TRIM Administrator Clerk 14

Vacant
TRIM Administrator Clerk 14

Vacant
TRIM Administrator Clerk 14

Not Responsive
Vault Coordinator R 13

Not Responsive
RCS Clerk .6 Clerk 9

Not Responsive
RCS Clerk Clerk 9

Not Responsive
RCS Clerk Clerk 9

Not Responsive
Records Clerk .8 Clerk 9

Not Responsive
IM Support Clerk .7 Clerk 9

Not Responsive
IM Support Clerk Clerk 9

BRITISH
COLUMBIA

Ministry:	Information, Science & Technology Agency	Working Title:	Archivist
Branch:	BC Archives	Classification:	Under Review
Location:	Victoria	NOC Code:	
		Position #:	45363, 45050, 45088, 44783, 44790, 45078, 45083, 44780, 44779, 45042, 44788, 45362

PROGRAM:

The British Columbia Archives is government's central agency responsible for the administration of the Document Disposal Act; the development of methods/standards to integrate the disparate data and information management resources across government to reduce costs, streamline operations, and ensure compliance to legislated standards; the creation and maintenance of public sector ARCS; setting policies and standards for the development of ORCS; approval of ORCS; the administration of off-site storage services; administration of the automated information management system (ARIS); and is responsible for preserving, protecting and making accessible the archives of the province. Clients of the BC Archives include all ministries, boards, commissions, crown corporations, and the general public.

PURPOSE OF JOB:

Develops and maintains corporate policies, procedures and standards for the maintenance, use, preservation and disposition of government records. Appraises government records for destruction or retention in the government archives. Develops and maintains access tools for government records and information, and advises government clients on management and disposition of government information records throughout its life cycle.

Prepares appraisal reports, selection criteria, and reviews accession records. Produces access tools including administrative histories, research guides, catalogues, inventories and other finding aids. Identifies records that can be made routinely available to researchers, analyzes and documents access and privacy issues relating to archival records, and administers and makes recommendations concerning requests for access under the Freedom of Information and Protection of Privacy Act. Provides reference services for archival records, including general enquiry services, information on holdings, research assistance and advice, information from records, administers reproduction requests, and directs the staff and operations of the reference room.

JOB DUTIES AND TASKS:

1. Develop, implement, and advise on appropriate policies, procedures and standards for information management and records disposition; for preservation and maintenance of fugitive or fragile documents in different media formats; and for ensuring government accountability and risk avoidance, for use by BC Archives staff and clients throughout government by:
   a. proposing, developing, monitoring, and revising policies, procedures and standards for institutional and government-wide use, relating to information management, and more specifically to:
      - ORCS development review and approval,
      - records appraisal and records selection (identifying records for retention and destruction),
      - preservation of physical format of documents
      - records arrangement and description,
      (to ensure cost-efficient management and disposition of records and information)

    b.   developing and negr ⁎i greements with government clients r ⁎ ⁎ policies, procedures and standards for the .management of government information

    c.   presenting policies, procedures, standards and products for management approval

    d.   educating and advising clients on following policies, procedures and standards.

2. Determine the value of government records for destruction or retention in the archives (appraisal) based on their enduring evidential, historical, and legal values to the government and the public by:

    a.   researching records-creating public bodies and the information content, history, functions, and context of records by:
- interviewing clients to gather information about records
- examining records in offices and storage facilities
- reviewing draft records schedules, especially operational records classification schedules (ORCS)
- reviewing work processes in government bodies

    b.   reviewing descriptions of records in ORCS and other schedules to ensure accuracy and compliance with standards

    c.   working co-operatively with a records analyst for the purposes of research and review relating to ORCS

    d.   making recommendations on whether to retain records in archives or destroy them

    e.   negotiating retention and disposition strategies with government and non-government clients

    f.   documenting reasons for appraisal and criteria for selection

    g.   advising government and non-government clients on implementing selection criteria and disposition strategies in accordance with approved archival appraisals

    h.   making recommendations which minimize cost and risk to government regarding retention and destruction of government records and information

    i.   identifying records and information of long term value to government so that they are preserved and made accessible

3. Facilitate approval of records schedules for the retention and destruction of government records under the *Document Disposal Act* by:

    a.   working with ministries to facilitate the process for the approval of ORCS and other records schedules (the process includes review by BC Archives, the Public Documents Committee and Public Accounts Committee, and approval by the Legislative Assembly)

4. Advise and assist government clients regarding the management and disposition of government information, agreements for managing this information, compliance requirements, and general knowledge of government information management, by:

    a.   advising government records management and program staff regarding policies, procedures and standards for the management and disposition of government information, especially but not exclusively regarding archival matters

    b.   as part of a team, developing and negotiating agreements with government clients regarding policies, procedures and standards for the management of government information

    c.   ensuring compliance with government-wide policies, procedures and standards for management and disposition of government information by providing advice, and reviewing client information management practices.

    d.   educating clients regarding archival issues, and policies, procedures and standards for the management of government information

5. Provide access to archival holdings by researching and documenting the contents and context of archival records (arrangement and description), ultimately creating descriptive systems and tools which comply with national and BC government standards, by:

    a.   researching the history, context and functions of records creators and functions (to the extent that this is necessary in addition to research conducted in the course of appraisal)

    b.   researching and documenting links among records and creators, to preserve evidence of the

creation and use of 〔 〕 and information

    c. drafting, revising, maintaining and updating descriptive systems and tools (including series descriptions, administrative histories, catalogue entries, and research guides) for release in hard copy and electronic formats (available on the BC Archives website)

    d. ensuring descriptions meet national and BC government standards

    e. advising government and non-government agencies (as necessary) to provide access policies, procedures and tools for government records

6. Provides public reference services to archival and library holdings and offers expert advice, training and other services to researchers and government staff by:

General:

    a) leading and co-ordinating orientation to a complex system of automated and traditional access tools such as catalogues, indexes and finding aids.

    b) instructing users in the operation of the reference room, retrieval procedures and policies, reproduction services, and other general services provided.

    c) providing expert advise on FOI policy and access procedures.

    d) evaluating complex archival enquiries received by mail, electronic means, phone or in person through analysis of archival resources, detailed research and preparing an appropriate response.

    e) undertaking archival research necessary to satisfy research enquiries made by mail, phone or in person;

    f) locating and retrieving specific information for clients from a variety of internal and external electronic resources and automated tools, intra and extra government.

    g) providing advice about technical, conservation, access and copyright requirements to government, corporate and private clientele.

    h) liaising with commercial use clients in regards to copyright, reproduction and distribution of archival images. Advising commercial use clients of license agreement with PAN Productions.

    i) researching and writing user guides and brochures with traditional and automated tools.

    j) developing and presenting user and staff training sessions and workshops.

    k) assisting in the development and implementation of public outreach programs to increase archival awareness and profile in the user community.

    l) co-ordinating the preparation, presentation and analysis of user polls and surveys and reports on findings.

    m) monitor client's use of records to ensure security and proper treatment of the records. Report problems to the Duty Archivist.

Duty Archivist:

    a) scheduling Access staff for information desk and retrievals desk duty.

    b) overseeing and directs all on-duty staff in the reference room; all operations including access, retrieval, reprographics and security to ensure the smooth operation of the reference room.

    c) investigating security breaches, advises on issues, and recommends actions to Manager, Access Services or Provincial Archivist.

7. Administers requests for access to archival records under the <u>Freedom of Information and Protection of Privacy Act</u> (the Act), analyzes archival records to determine relevant access and privacy issues by:

    a) analyzing archival records to determine which of them are covered by the Act, which contain information that should be routinely available, and what access or privacy issues are relevant to particular records.

    b) analyzing access requests under the Act, examining requested records in detail, interpreting the Act, as well as related policies and precedents, consulting and liaising with other government offices as appropriate, and severing information, in order to recommend and draft the Head of Public Body's response to requests.

    c) providing researchers with expert advice on how best to request access to archival records and assisting them to clarify their requests.

    d) advising other government offices concerning requests, which involve archival records, and accepting transfers of requests from them.

    e) explaining and administering the use of research agreements.

    f) assisting in the preparation of submissions to the Information and Privacy Commissioner when a request for review occurs.

8. **Provide work direction to colleagues, junior and new staff, support staff, and students to**

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assist them in complyir y policies, procedures and standard ng on shared tasks and special projects, anu completing work assigned, by:

    a. providing instruction to junior staff and new staff on procedures, policies and standards relating to regular work and special projects

    b. providing instruction to colleagues regarding specialized knowledge relating to shared tasks and special projects

    c. assigning and reviewing work of support staff relating to regular and special projects

9. Conduct special projects both individually and in a team environment, taking a leadership role in developing project plans, establishing and meeting project timelines, liaise with relevant agencies, writing project documentation, and advising and training staff to implement projects, by:

    a. developing project plans

    b. establishing project timelines and ensure these are met

    c. providing expert advice and leadership in team environment or individually

    d. acting as liaison with government and non-government agencies (e.g. societies and hospitals) as appropriate

    e. writing briefing notes, correspondence, agreements, project reports, and other documentation

    f. designing, testing, evaluating and revising institutional and government wide guidelines, standards and procedures

    g. presenting plans, standards and products for management approval

    h. training staff to implement projects and follow standards

10. Perform other related duties as required.

ORGANIZATION CHART

See attached.

JOB DESCRIPTION CERTIFICATION:

See attached page.
We have a signature
sheet for each position.

Not Responsive

APPROVED

Incumbent:	Date:
Signature:	
Immediate Excluded Manager:	Date:
Signature:	
Human Resource Officer:	Date:
Signature:	

ORGANIZATION CHART

See attached.

JOB DESCRIPTION CERTIFICATION:

APPROVED

Incumbent:	Date: 21 Dec. 2000
Signature: Not Responsive	
Immediate Excluded Manager:	Date:
Signature: Not Responsive	21 Dec. 2000
Human Resource Officer:	Date: Jan 12, 2001
Signature: Not Responsive	

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Government Records
Services

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                        ┌─────────────────────┐
                        │ MANAGER,            │
                        │ GOVERNMENT          │
                        │ RECORDS             │
                        │ SERVICES            │
                        │ ML grid 4    45064  │
                        │ Not Responsive      │
                        └─────────────────────┘
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MANAGER, GOVERNMENT RECORDS SERVICES — ML grid 4 45064 — Not Responsive

Supervisor, Administrative Services — grid 9 45079 — Not Responsive
- Receptionist — grid 7 44922 — Not Responsive
- Admin. Support — grid 7 — Not Responsive

Supervisor, Records Centre Services — grid 14 44781 — Not Responsive
- RCS Clerk PT .6 — grid 9 45055 — Not Responsive
- A/RCS Clerk — grid 7 45574 — Vacant (R) — Bilen
- Records Clerk — grid 7 45379 — Not Responsive

Supervisor, Imaging Services — grid 20 44789 — Not Responsive
- Photo Arts Technician — grid 15 44784 — Not Responsive
- Photo Arts Technician — grid 15 45066 — Not Responsive
- Micro Production Co-ordinator — grid 7 45299 — Not Responsive

Special Projects Clerk — grid 11 45063 — Not Responsive

Central Portfolio
- Records Analyst — grid 20 44995 — Not Responsive
- Archivist — grid 18 44783 — Vacant — Hart
- Archivist — grid 18 45050 — Not Responsive

Resource Portfolio
- Records Analyst — grid 20 45196 — Not Responsive
- Archivist — grid 18 45363 — Not Responsive
- Archivist — grid 18 45042 — Vacant

Social Portfolio
- Records Analyst — grid 20 61552 — Not Responsive
- Archivist — grid 18 45088 — Not Responsive
- Records Analyst — grid 20 45059 — Not Responsive
- Records Analyst — grid 20 44782 — Vacant

Not Responsive

POSITION TITLE:	Senior Archivist	POSITION NUMBER(S):	95075NEW
DIVISION: (e.g., Division, Region, Department)	Office of the Chief Information Officer		
UNIT: (e.g., Branch, Area, District)	Corporate Information Management Branch	LOCATION:	Victoria
SUPERVISOR'S TITLE:	Director	POSITION NUMBER	45064
SUPERVISOR'S CLASSIFICATION:	ML6	PHONE NUMBER:	

PROGRAM

The Office of the Chief Information Officer (OCIO) is responsible for providing central direction and control for government information, including records management for government ministries, Crown corporations and agencies and the broader public sector. The effective management of information enables government to support decision-making, reduce costs, meet business, legal and accountability requirements and preserve British Columbia's documentary heritage.

The Corporate Information Management Branch (CIMB) plays a strategic leadership role in government's understanding and management of information, and specifically of records, as a strategic asset. In this role, the Branch is responsible for supporting the administration and maintenance of records and for supporting and monitoring compliance with the *Document Disposal Act*, which provides the statutory authority for government-wide management of all recorded information, including electronic records. This includes the development and implementation of corporate standards for creation, security, accessibility, use, retention, disposal and preservation of all public sector records as well as the administration and maintenance of records management systems.

PURPOSE OF POSITION

The Senior Archivist manages a section that analyzes and appraises all government information assets (including data in electronic systems) and determines which records of government must be preserved to protect government and citizen rights, uphold government accountabilities, meet long-term legal, fiscal, audit and operational requirements, and preserve British Columbia's documentary heritage.

The Senior Archivist is accountable for effective management of the corporate records appraisal function and associated advisory services provided to assist ministries and other client agencies to meet statutory and policy requirements for the management of government information assets.

Responsibilities include planning and administrating section operations; ensuring that standards and performance expectations are met; and contributing to the development of corporate policies, guidelines and standards for records maintenance, use, preservation and disposition.

The position supervises a team of professional staff and carries out senior level archivist/information management advisor responsibilities.

The Senior Archivist:

1. manages the operations of the Corporate Records Appraisal Section and supervises its staff (4 FTEs);

2. determines the ongoing corporate value of government information holdings and their ultimate disposition (destruction or retention in the government archives);

3. reviews integrated information classification and retention systems of government ministries and agencies for compliance with established standards;

4. advises government ministries and agencies on the management, classification, and disposition of government information holdings throughout their life cycle;

5. serves as a government expert authority on information management and archival concerns; and

6. leads the development of standards for records classification and scheduling and supports the development of other information management policies, guidelines and standards.

NATURE OF WORK AND POSITION LINKS

The Senior Archivist provides leadership and direction to the staff of the Corporate Records Appraisal Section; plans, organizes and evaluates the delivery of appraisal and advisory services; leads and manages projects; and liaises with the Director and Senior Manager regarding the integration of Section functions and requirements into the operations and goals of the Branch as a whole.

The position evaluates the management of recorded information programs; analyses ministry and agency functions, workflows and uses of information; and analyses information to determine its ongoing corporate value. The position liaises with ministry and agency staff and management to advise on corporate standards, guidelines, and policies; makes recommendations on the management and preservation of information assets; and assists in the resolution of issues.

The position provides expert advice and knowledge and develops policy, guidelines and standards for the management and preservation of government information assets in all media, including information in electronic formats.

Position links include:

1. **Senior Executives** – explain the requirements and benefits of the corporate information management program for ministries/agencies; obtain support for information management initiatives.

2. **Public Documents Committee (PDC)** – organize meetings and presentations, and represent decisions related to the retention and destruction of government information holdings. The PDC is a legislated body composed of the Comptroller General, the Provincial Archivist, and a Ministry of Attorney General senior solicitor.

3. **Directors/Managers of Information and Privacy and Ministry/Corporate Records Officers** - advise regarding correctly interpreting and applying corporate information management policies, standards, guidelines and best practices.

4. **Program managers and staff** – obtain information about program mandates, business processes, records creation and information holdings; also advise regarding correctly interpreting and applying corporate information management policies, standards, guidelines and best practices.

5. **External vendors** – provide advice about corporate information management standards, best practices and approaches; provide feedback about draft work products.

6. **Royal British Columbia Museum Corporation (BC Archives)** – review and evaluate appraisal decisions for destruction or retention of government records in the custody the BC Archives.

7. **Other jurisdictions** - consult with and provide advice to information management and archives programs in other jurisdictions (federal, provincial, municipal and foreign); represent the BC Government at national and international information management and archival conferences.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. **Manages the operations of the Corporate Records Appraisal Section and supervises its staff (4 FTEs), by:**

   a) Conducting strategic planning, identifying goals and quantifiable objectives, assuming accountability for section performance, reporting to the Director on productivity and progress towards goals, and making necessary adjustments or changes to ensure goals and objectives are achieved in a timely, effective and efficient manner;

   b) Supporting and overseeing the work of professional archivists in records appraisal;

   c) Managing the human resource needs of the Section including recruitment, selection, training, discipline, and administration of the collective agreement with respect to these staff, as well as temporary project FTEs;

   d) Monitoring production and adherence to standards, identifying training needs, providing leadership and informal mentoring; and

   e) Leading teams and managing projects as required.

2. **Manages the analysis and appraisal of government information assets to determine their ongoing corporate value (research, evidential, historical, legislative and administrative value), by performing or overseeing processes for:**

   a) Reviewing operational records classification and scheduling systems to ensure compliance with government standards and that costs and risks to government as a whole are considered;

b) Developing and maintaining the government-wide Administrative Records Classification and Scheduling System to meet common needs of all ministries and agencies;

c) Analyzing and documenting government electronic information systems (via Information Systems Overviews);

d) Determining the corporate value and ultimate disposition (destruction or permanent retention in the government archives) of the information assets documented in the administrative and operational classification and scheduling systems and information system overviews, based on an analysis of the:

- mandate, functions, and history of government organizations; their component business processes and information systems, and the context and content of their information holdings;

- relevant legislation and regulations in BC and other jurisdictions;

- financial and legal risks to government if information holdings are destroyed after a specified period.

- related holdings in archives and libraries in BC and other jurisdictions; and

- past related appraisal decisions in BC and other jurisdictions; and

e) Ensuring data integrity within the Automated Records and Information System that manages the retention, disposition, and storage of offsite information holdings for all government.

3. **Coordinates and facilitates approval of integrated information classification and retention systems for government information under the *Document Disposal Act* by:**

a) Coordinating ministry/agency approval and obtaining Corporate Information Management Branch approval;

b) Organizing meetings of the Public Documents Committee (legislated senior committee);

c) Providing assistance and advice to ministries and agencies preparing presentations to the Committee;

d) Presenting and defending records appraisals to the Committee; and

e) Assisting ministry and agency representatives to respond to enquiries from the Committee.

4. **Manages the provision of advice and assistance to ministries and agencies regarding the management and disposition of government information, by performing or overseeing processes for:**

a) Advising and educating clients on: government-wide legislation, policies, guidelines and standards for management and disposition of government information; identification and management of vital records; preservation and conservation concerns and issues relating to information holdings in a variety of formats (e.g., electronic, microfilm, film, paper); and other information management and archival issues;

b) Developing and negotiating agreements with ministries and agencies regarding the management and disposition of government information; and

c) Locating and retrieving specific information about ministry and agency information holdings for the purposes of ministry and agency planning, budgeting, and preparation for litigation (i.e., document discovery).

5. **Serves as a government expert authority on information and archival management by:**

a) Researching emerging conceptual and technological developments in information and archival management and analysing the associated opportunities and challenges for the BC Government;

b) Serving on or assuming a leadership role in cross-government and ministry information management committees as required;

c) Acting as an advocate for change in business processes and practices to introduce innovative and cost-effective solutions; and

d) Consulting and advising on complex, unusual or problematic cases.

6. **Leads the development of standards for records classification and scheduling and supports the development of other information management policies, guidelines and standards, by:**

a) Developing and maintaining the government-wide standard for the content and structure of the Administrative and Operational Records Classification and Scheduling Systems; and

b) (In collaboration with the Branch IM Strategies and Policies section) proposing, developing, monitoring, and revising policies, guidelines and standards for government-wide and internal use, relating to information management.

FINANCIAL RESPONSIBILITY

Responsible for reducing or avoiding cost to government by ensuring the appropriate and efficient retention and destruction of government information assets.

Provides cost/benefit analyses for different storage technologies (paper, microform, electronic and optical media) and for strategies to reduce the backlog of unidentified or unprocessed records in storage.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	4	0
Supervises staff through subordinate supervisors	0	0

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role		# of FTE's	Role		# of FTE's
Supervises students or volunteers	☒	1	Provides formal training to other staff	☒	1-50
Lead project teams	☒	2-6	Assigns, monitors and examines the work of staff	☒	6

SPECIAL REQUIREMENTS

Occasional travel to worksites outside of Victoria to review records.

TOOLS / EQUIPMENT

In order to conduct work tasks the position is required to be competent in using:
- standard office hardware and software
- specialized electronic records and documents management software (e.g. TRIM) and archives and records information system database (ARIS)
- material handling equipment including hand carts, dollies, book trucks, mobile-shelving and loading docks
- personal protective equipment including filter masks, latex gloves, goggles and laboratory coats

WORKING CONDITIONS

The following working conditions apply to this position:
- multiple demands, perform more than one task at a time, with interruptions or balance conflicting demands in a specific time period
- 40 lb lifting, regular 20-84 min. a day, may require lifting all day
- moving and re-housing oversize and fragile documents
- keyboarding or repetitive motion
- regular exposure to dust and occasional exposure to mould when handling contaminated records
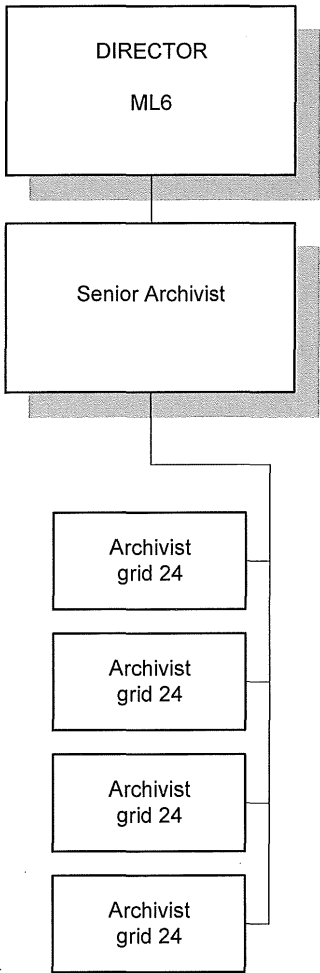- occasional travel within province; North America

WORK EXAMPLES

PREPARED BY

NAME:	DATE:	
Not Responsive Director Not Responsive Job Description Writer, BCPSA	February, 2008	

EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: **(Date)**.
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART

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┌─────────────────────┐
│      DIRECTOR        │
│        ML6           │
└─────────┬───────────┘
          │
┌─────────┴───────────┐
│   Senior Archivist   │
└─────────┬───────────┘
          │
    ┌─────┴─────┐
    │  Archivist │
    │  grid 24   │
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    │  Archivist │
    │  grid 24   │
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STAFFING CRITERIA

EDUCATION:

Masters degree in Archival Studies and two years of related experience; or a Bachelors Degree and five years of related experience; or an equivalent combination of related experience, education and/or training.

EXPERIENCE:

Demonstrated experience in archival appraisal and selection, preferably in the context of integrated records classification and scheduling systems.

Demonstrated leadership experience working effectively with internal and external stakeholders.

Related experience includes:

1) Policy and standards planning, development and implementation;

2) Identifying, analyzing and effectively communicating policy issues related to government;

3) Liaising with institutions, preferably in an archival and records management environment, while undertaking a records management function;

4) Experience analysing complex information from multiple sources and making recommendations for new policy, legislation, or strategic directions;

5) Experience in a variety of settings preparing briefing documents, high level reports, and decision papers for review by others; and

6) Progressive staff management experience, preferably in a union setting.

KNOWLEDGE:

1) Familiarity with the Administrative Records Classification System (ARCS) and Operational Records Classification Systems (ORCS).

2) Familiarity with the *Freedom of Information and Protection of Privacy Act.*

3) Knowledge of the requirements of the *Document Disposal Act.*

4) Knowledge of government records management policies and procedures.

5) Familiarity with archival theory and principles, as well as knowledge of the *Document Disposal Act,* and related Government of British Columbia policy and procedures.

6) Current records management technology and standards.

SKILLS AND ABILITIES:

1) Sound judgment and critical thinking to analyze and resolve complex problems.

2) Planning, organizing and managing own complex work load.

3) Work well in a cooperative team environment.

4) Must demonstrate tact, discretion, and sensitivity when dealing with sensitive situations and confidential material.

5) Must have excellent written and oral communication skills.

6) Must be able to lift up to 40 pounds.

COMPETENCIES

SPECIFIC POSITIONAL COMPETENCIES

Analytical Thinking is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

Business Acumen is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs.

Conceptual Thinking is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.

Expertise includes the motivation to expand and use technical knowledge or to distribute work-related knowledge to others.

Improving Operations is the ability and motivation to apply one's knowledge and past experience for improving upon current modes of operation within the Ministry. This behaviour ranges from adapting widely used approaches to developing entirely new value-added solutions.

Leadership implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly.

Managing Organizational Resources is the ability to understand and effectively manage organizational resources (e.g., people, materials, assets, budgets). This is demonstrated through measurement, planning and control of resources to maximize results. It requires an evaluation of qualitative (e.g., client satisfaction) and quantitative (e.g., service costs) needs.

Problem Solving/Judgement is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

GENERAL CORE COMPETENCIES

Results Orientation is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.

Service Orientation implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

Teamwork and Co-operation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

BRITISH
COLUMBIA Where ideas work
BC Public Service

TITLE: SENIOR ARCHIVIST   **CLASSIFICATION:** ARCHIVIST 27

CONTEXT - FOR REVIEW PURPOSES ONLY – PLEASE DELETE THIS TEXT BOX PRIOR TO POSTING

This job profile is located in a corporate information management organization. The focus of the work is providing leadership to a team of archivists engaged in the development and maintenance of corporate policies, guidelines and standards for the maintenance, use, preservation and disposition of government information assets.

JOB OVERVIEW

To manage a unit that analyzes and appraises all government information assets and determines what government records must be preserved to protect government and citizen rights, uphold government accountabilities, meet long-term legal, fiscal, audit and operational requirements, and preserve the province's documentary heritage.

ACCOUNTABILITIES

Required:

- Oversees the work of professional archivists in records appraisal.

- Supervises staff including assignment of work, development and evaluation of performance plans (EPDP's) and approval of leave.

- Coordinates and facilitates approval of integrated information classification and retention systems for government information under the Document Disposal Act.

- Manages the provision of advice and assistance to ministries and agencies regarding the management and disposition of government information.

- Develops and negotiates agreements with ministries and agencies regarding the management and disposition of government information.

- Provides authoritative expertise on government information and archival management.

- Leads the development of standards for records classification and scheduling and supports the development of other information management policies, guidelines and standards.

Optional Accountabilities: - FOR REVIEW PURPOSES ONLY – PLEASE CHOOSE RELEVANT OPTIONAL ACCOUNTABILITIES AND "CUT AND PASTE" TO THE "REQUIRED" SECTION ABOVE. PLEASE DELETE THIS TEXT BOX PRIOR TO POSTING.

- Prepares and/or negotiates contracts, monitors performance and authorizes payment.

- Provides cost/benefit analyses for different storage technologies.

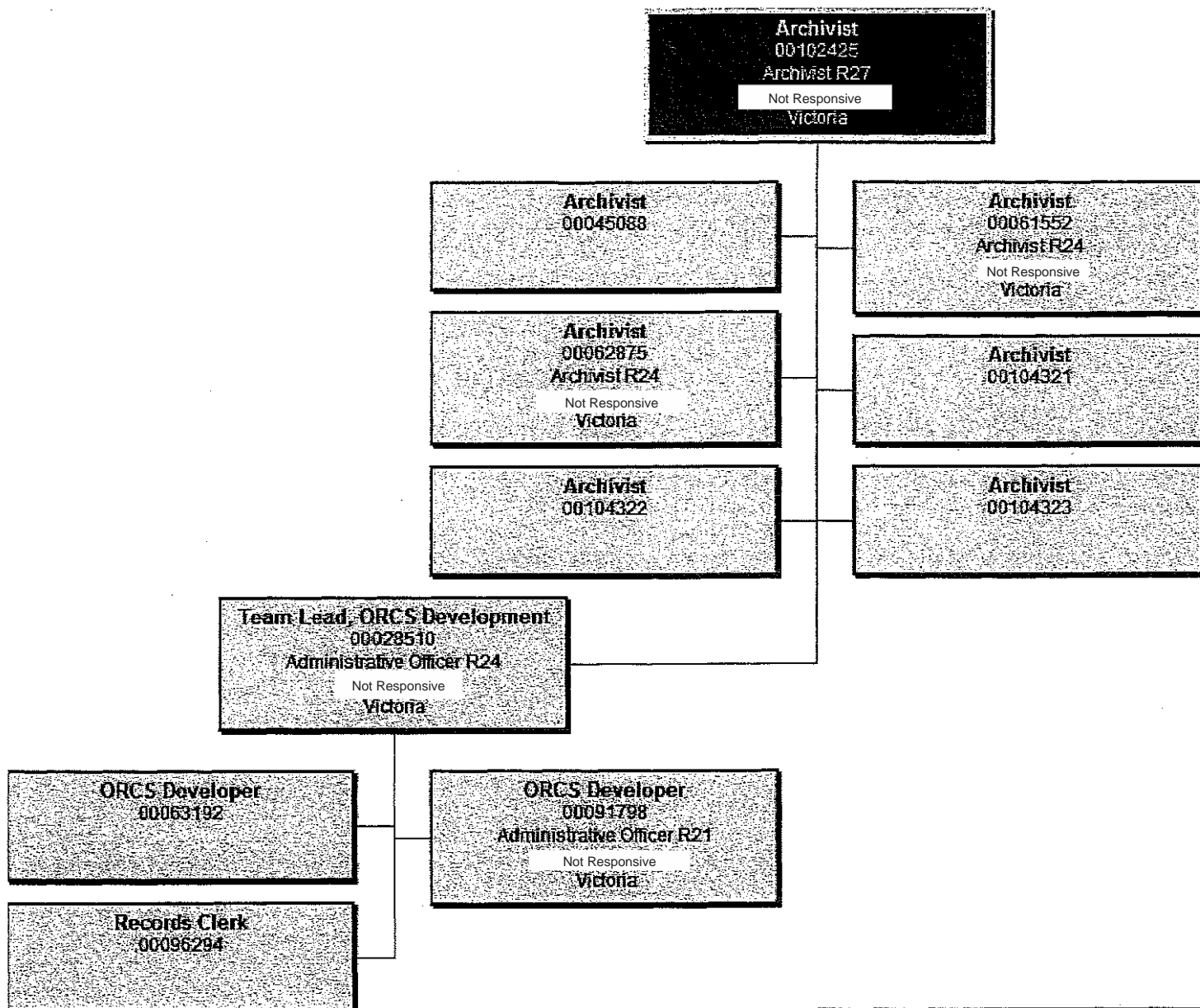| Career Group:	Job Family:	Job Stream:	Role:	Revised Date:
IM/IT	Information Management	Archives	Professional	November 2011

JOB REQUIREMENTS

- Masters degree in Archival Studies or equivalent.

- Experience in archival appraisal and selection.

- Progressive staff management experience, preferably in a union setting.

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry **(Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position)**.

BEHAVIOURAL COMPETENCIES

- **Decisive Insight** combines the ability to draw on one's own experience, knowledge and training and effectively problem-solve increasingly difficult and complex situations. It involves breaking down problems, tracing implications and recognizing patterns and connections that are not obviously related. It translates into identifying underlying issues and making the best decisions at the most appropriate time. At higher levels, the parameters upon which to base the decision become increasingly complex and ambiguous and call upon novel ways to think through issues.

- **Expertise** includes the motivation to expand and use technical knowledge or to distribute work-related information to others.

- **Holding People Accountable** involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.

- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.

Career Group:	Job Family:	Job Stream:	Role:	Revised Date:
IM/IT	Information Management	Archives	Professional	November 2011

Page 25
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Archivist
00102425
Archivist R27
Not Responsive
Victoria

Archivist
00045088

Archivist
00061552
Archivist R24
Not Responsive
Victoria

Archivist
00062875
Archivist R24
Not Responsive
Victoria

Archivist
00104321

Archivist
00104322

Archivist
00104323

Team Lead, ORCS Development
00028510
Administrative Officer R24
Not Responsive
Victoria

ORCS Developer
00063192

ORCS Developer
00091798
Administrative Officer R21
Not Responsive
Victoria

Records Clerk
00096294

POSITION DESCRIPTION
Ministry of Forests and Range

POSITION TITLE:	Team Leader, Library Information and Services	POSITION NUMBER(S):	00002253
DIVISION: (e.g., Division, Region, Department)	Environmental Sustainability and Strategic Policy Division		
UNIT: (e.g., Branch, Area, District)	Knowledge Management Branch	LOCATION:	Victoria
SUPERVISOR'S TITLE:	Manager, Technical Services	POSITION NUMBER	
SUPERVISOR'S CLASSIFICATION:	Business Leadership	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:		CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

PROGRAM (OPTIONAL)

Library Information and Services provides library services, the production and distribution of technical publications and knowledge management services. The client base of the Ministry Library is comprised of the Natural Resource Sector ministries (Forests Lands and Natural Resource Operations, Environment, Agriculture, Energy and Mines, and Aboriginal Relations and Reconciliation), and various natural resource sector boards and agencies.

PURPOSE OF POSITION

Responsible and accountable for managing the library used by government staff throughout the province, managing the production resource service that supports Environmental Sustainability and Strategic Policy Division's technical communications needs, and managing a program wide knowledge management service which implements processes in order to protect the assets resulting from the Ministry investment in Knowledge Management. The position also manages systems services for the Natural Resource Sector science function.

NATURE OF WORK AND POSITION LINKS

The library provides services for the Ministries Environment, Forests Lands and Natural Resource Operations, Agriculture, Energy and Mines, and Aboriginal Relations and Reconciliation, the Environmental Assessment Office, and various boards and commissions. The library houses over 100,000 books, has approximately 400 journal subscriptions and 1500 video tapes. The manager is responsible for developing, planning and delivery of library and information management services.

The Manager's accountability for the production of publications and other extension materials involves administering and technically directing scientific writing and editorial services, graphic design and photographic services and publication production and distribution services. The Manager is responsible for fostering strong cooperative relationships with branches within the Natural Resource Sector ministries to coordinate efforts, reduce overlap and effectively use and develop resources.

Position links include:

- Library clients – ensures library services meet their needs; obtains and acts on feedback.

- Other libraries, professional associations and consultants – promotes collaboration and partnerships in common areas of interest.

- Ministry Executive in Forests, Environment and Agriculture and Lands (ILMB) – provide regular reports on unit plans and activities.

- Knowledge Management Branch Management Team, CSNR IMB as well as other service providers such as Government Publications – works collaboratively to make information systems and information access work.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Prepares budgets, cost estimates and develops operating reports for the unit. Recommends proposals for the development, expansion or improvement of services and methods to maximize cost effectiveness. Is accountable for meeting the goals of the section as indicated in the annual Ministry Business Plan.

2. Manages comprehensive services to meet the information and decision-making needs of library clients. Ensures that the currency of research information in the library's print and electronic collections is maintained.

3. Develops, implements and manages a series of subject repositories for digital holdings of grey literature and a mechanism to cross database search for all client organizations.

4. Manages the investigation, analysis and acquisition of new information services utilizing emerging technologies in order to ensure quality online services are available to library users.

5. Manages the production and distribution of technical materials. Ensures that technical material created by the science providers is presented to audiences in the most efficient and effective manner in order to increase the recognition and credibility of the science.

6. Ensures that documents undergo quality assurance processes to consistently meet the high standards demanded of peer reviewed documents yet also meet client economic requirements and ensures that distribution is most effective for widespread access to products.

7. Manages the tracking and protection of the substantial Ministry investment in applied research, including Research Installations, in the intellectual capital arising from research, and the knowledge assets of staff. Develops, implements and manages a process to capture information regarding new installations for inclusion in the experimental project database and upload to the map layer and that the appropriate degree of protection for installations is obtained.

8. Ensures that copyright issues are adequately addressed when agreements are initiated.

9. Develops, implements and maintains processes to develop and modify branch software and Information Systems Plan for Knowledge Management Branch. Coordinates the purchase of all hardware and software for the branch.

10. Provides effective leadership to staff, co-op students and to others undertaking the management of information.

11. Serves on committees, attends meetings and conferences, undertakes special projects, provides professional advice and guidance on information management issues, and liaises with other information services groups within and outside the ministry. Presents informational sessions to senior management and external organizations.

12. Writes briefing notes, background materials and issue notes.

FINANCIAL RESPONSIBILITY

Manages an operational budget of $400,000 (does not include salaries).

Manages a systems budget of $113,000.

Manages contracts. Obtains additional funding for specific projects approximately $250,000 annually.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	6	
Supervises staff through subordinate supervisors	1	

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role		# of FTE's	Role		# of FTE's
Supervises students or volunteers	☒	varies	Provides formal training to other staff	☐	
Lead project teams	☐		Assigns, monitors and examines the work of staff	☐	

SPECIAL REQUIREMENTS

TOOLS / EQUIPMENT

Frequent use of computer.

WORKING CONDITIONS

WORK EXAMPLES

COMMENTS

PREPARED BY

NAME:	DATE:	

EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: (Date).
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART

Manager, Technical Services, Business Leadership, Position # 2074

Team Leader, Library Information and Services, Libr N30, PN 00002253

Sci/Tech Publications Specialist, STO R21, PN 00003671

Research Information Systems Officer, Bio R21, PN 00003668

Research Assets Intellectual Property Planner, LSO2 For, PN 00005064

Library Technician, Clerk R11, PN 00038110

SELECTION CRITERIA

Education/Experience
M.L.S. from an accredited University; supplementary training in advanced information technologies and management/administration.
Five years experience at a management/supervisory level.
Experience in budgeting, program administration.
Experience in managing special libraries
Experience in managing publications production;

Knowledge

Extensive and detailed knowledge in areas of automated and manual information resource management.
Knowledge of searching CD-ROM products, commercial on-line databases and internet web sites.
Knowledge of Library database software, webserver and file system maintenance, and indexing methodology.
Knowledge and understanding of library information services, standards and procedures.
Knowledge of indexing, classification and information retrieval techniques.

Skills/Abilities
Excellent organization and supervisory ability.
Ability to deal effectively with all levels of staff.
Ability to solve complex problems through higher reasoning skills.
Ability to apply academic knowledge to practical solutions.
Excellent analytical, communication, interpersonal, time management and organizational skills.
Excellent presentation/public speaking skills.
Strong computer literacy skills.

COMPETENCIES

Strong service quality, coaching, and leadership competencies

PROVINCE OF BRITISH COLUMBIA
MINISTRY OF MUNICIPAL AFFAIRS
JOB DESCRIPTION

JOB TITLE: Library Consultant	CURRENT CLASSIFICATION/GRID: Librarian 3, Grid 28
CHIPS #: 037329	NOC CODE: 5111/99

JOB TITLE OF IMMEDIATE SUPERVISOR	SUPERVISOR'S CLASS/GRID	CHIPS #
Manager, Tech & Info. Services	ML4	037327

BRANCH	DIVISION	LOCATION
Library Services	Local Government	Victoria

PURPOSE OF UNIT

Reporting to the Manager, Technology & Information Services, manages the Provincial Interlibrary Loan Network, coordinates the maintenance of the provincial union catalogue, and oversees the Provincial Depository Library Program. Responsible for network staff training at the Branch and library system levels. Participates on Branch technology team, identifying and developing integrated provincial electronic services for BC public libraries. Provides program information and consultative services to BC public libraries.

PURPOSE OF JOB

Interlibrary Loan (ILL): 50%
a) manages Provincial Interlibrary Loan Network for BC public libraries. Provides technical support and training to ILL staff in library systems. Updates and maintains provincial ILL Code, procedures manual and directory; monitors compliance with Code. Maintains close communication with Electronic Library Network on all aspect of ILL network management.
b) oversees LSB ILL unit, establishes priorities; monitors workflow, supervises and trains program staff; handles all ILL requests that cannot be completed by program staff. Maintains ILL program databases.
c) as part of the management team (working with Electronic Library network and BC Library Association), responsible for administration of contract with vendor for provincial union catalogue (Outlook Online) and ILL management functions, participates in contract negotiations. Monitors effectiveness of union catalogue and ILL modules(s), evaluates network activity and establishes performance standards. Makes recommendations for inclusion of new library participants.
d) identifies and implements new technologies as appropriate.

Client Relations/Information Services: 20%
a) acts as representative of the Province/Ministry/Branch to BC public libraries, provides consultative services, as required.
b) works with LSB staff to identify and meet client needs.
Administrative/Financial responsibilities: 15%

a) participates in annual op~~~ional planning and reporting for all pr~~~am responsibilities
b) prepares preliminary program budget information as required
c) provides performance measures for all activities
d) prepares draft correspondence for Minister/Deputy/Director/Manager, as required.

Provincial Depository Library Program (PDLP):   15%
a) oversees PDLP program. Establishes priorities and monitors work flow. Supervises program staff. Works with client group in review of core publications, program eligibility and retention criteria. Maintains program database.

I have read this job description:

_____   _____   _____
Incumbent's Signature   Name (print)   Date

This job description is an accurate statement of the position's assigned duties and responsibilities, and reporting relationships, as indicated in the preceding organization chart, effective _____ , (specify the date the duties were assigned to, and performed by the incumbent, NOT the date you are signing the JD):

Not Responsive   Not Responsive

_____   _____   Jan. 20, 1999
Supervisor's Signature   Name (print)   Date

_____   _____   _____
Excluded Manager's Signature   Name (print)   Date

I am accountable for and approve the salary costs that result from this position's classification:

Not Responsive   Not Responsive

_____   _____   JAN. 19/00
Spending Authority's Signature   Name (print)   Date

This Job Description is in the appropriate format and contains sufficient data for its evaluation in the Public Service Job Evaluation Plan:

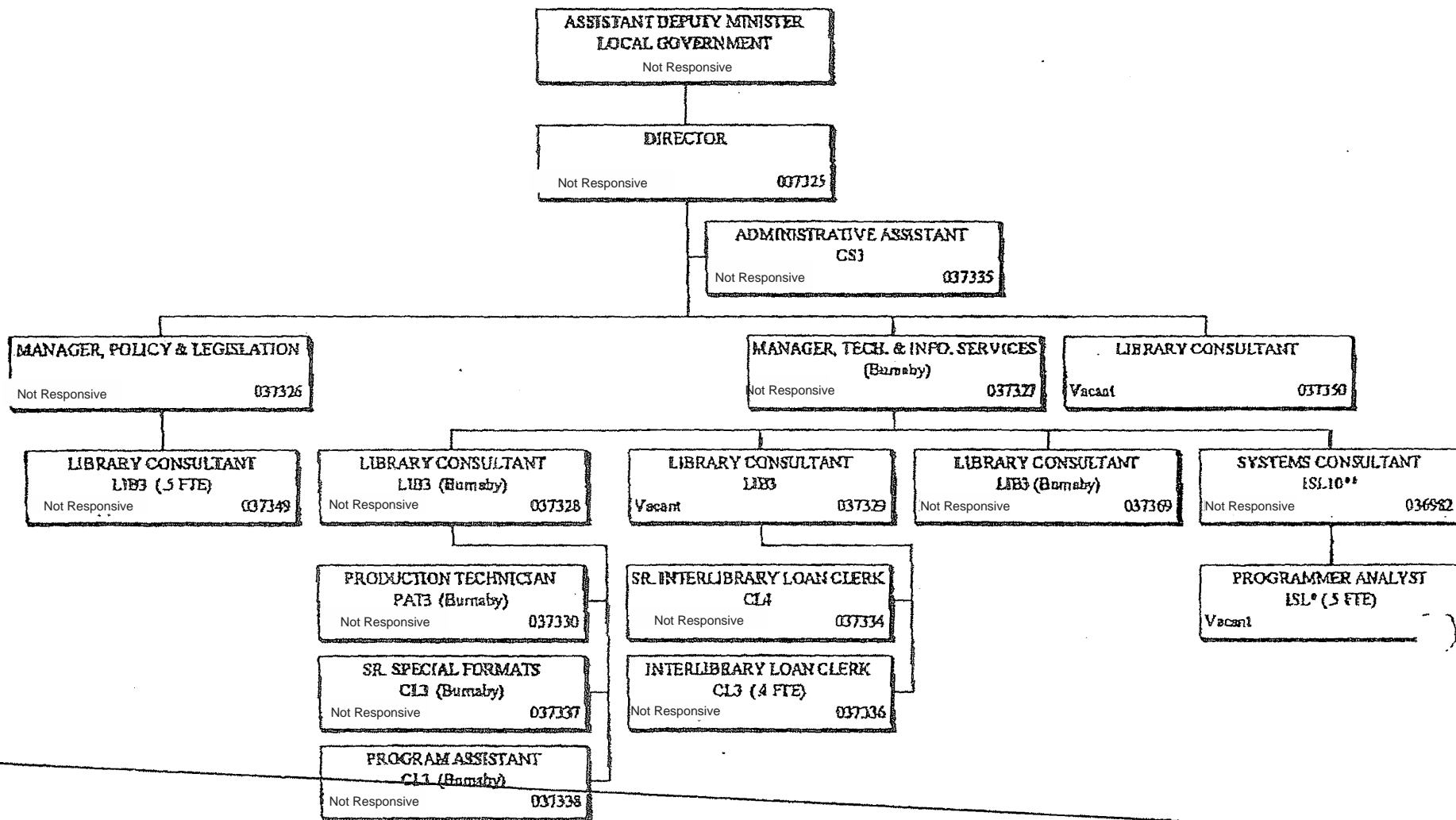Not Responsive   Not Responsive   00/01/13

_____   _____   _____
Human Resources Advisor's Signature   Name (print)   Date

L:\position\037329 - Library Consultant job description.wpd

2

MINISTRY OF MUNICIPAL AFFAIRS
LOCAL GOVERNMENT
LIBRARY SERVICES
VICTORIA

```
                    ASSISTANT DEPUTY MINISTER
                       LOCAL GOVERNMENT
                        Not Responsive

                            DIRECTOR
                  Not Responsive        007325

                              ADMINISTRATIVE ASSISTANT
                                        CS3
                              Not Responsive      037335
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MANAGER, POLICY & LEGISLATION	MANAGER, TECH. & INFO. SERVICES (Burnaby)	LIBRARY CONSULTANT
Not Responsive 037326	Not Responsive 037327	Vacant 037350

LIBRARY CONSULTANT LIB3 (5 FTE)	LIBRARY CONSULTANT LIB3 (Burnaby)	LIBRARY CONSULTANT LIB3	LIBRARY CONSULTANT LIB3 (Burnaby)	SYSTEMS CONSULTANT ISL10**
Not Responsive 037349	Not Responsive 037328	Vacant 037329	Not Responsive 037369	Not Responsive 036982

```
        PRODUCTION TECHNICIAN          SR. INTERLIBRARY LOAN CLERK        PROGRAMMER ANALYST
            PAT3 (Burnaby)                        CL4                        ISL* (5 FTE)
        Not Responsive   037330       Not Responsive   037334            Vacant

          SR. SPECIAL FORMATS           INTERLIBRARY LOAN CLERK
              CL3 (Burnaby)                  CL3 (4 FTE)
        Not Responsive   037337       Not Responsive   037336

           PROGRAM ASSISTANT
              CL3 (Burnaby)
        Not Responsive   037338
```

* Classification and position number TBD
** PSIEP Staging to ISL10 complete 2001/04/01 ·   Not Responsive   - base position in ISB

Not Responsive

UPDATED JANUARY 10, 2000
LIBRARY SERVICES.OPX

STATEMENT OF QUALIFICATONS

JOB TITLE: Library Consultant	**CURRENT CLASSIFICATION/GRID:** Librarian 3, Grid 28

CHIPS #: 037329	**NOC CODE:**	5111/99

JOB TITLE OF IMMEDIATE SUPERVISOR	**SUPERVISOR'S CLASS/GRID CHIPS #**
Manager, Tech & Info. Services	ML4 037327

BRANCH	**DIVISION**	**LOCATION**
Library Services	Local Government	Victoria

EDUCATION:

Master of Library Science from an accredited school of library science

EXPERIENCE:

Two year's supervisory experience in a library setting
Three year's experience in library technical services
Experience searching electronic bibliographic databases

KNOWLEDGE:

Knowledge of principles of cataloguing, including MARC coding
Knowledge of principles of library resource sharing
Knowledge of provincial government structures and publishing practices

SKILLS:

Excellent communication skills, including writing, public speaking and coaching skills

OCCUPATIONAL CERTIFICATION:

Valid BC Driver's licence

L:\position\037329 - Library Consultant job description.wpd

3

BRITISH COLUMBIA

POSITION TITLE:	Library Consultant	POSITION NUMBER(S):	00088108
DIVISION: (e.g., Division, Region, Department)	Open Government and Community Partnerships		
UNIT: (e.g., Branch, Area, District)	Libraries and Literacy	LOCATION:	Victoria
SUPERVISOR'S TITLE:	Director, Public Library Services	POSITION NUMBER:	37326
SUPERVISOR'S CLASSIFICATION:	Strategic Leadership	PHONE NUMBER:	
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:		CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

PROGRAM

The Public Library Services Branch (PLSB) provides leadership and support to public library authorities in order to sustain the vital role of public library services for all British Columbians. The major goals of the branch are to:
- provide relevant support programs to public libraries
- administer and ensure compliance with the *Library Act*
- assist libraries in implementing new technologies
- facilitate resource sharing among all types of libraries
- build partnerships with local government, the private sector, and community groups
- guide libraries in identifying and securing revenues from new sources

The branch facilitates information sharing among BC public libraries and acts as a liaison with other government departments. While promoting the use of public libraries throughout the province, the branch also provides leadership at national and pan-Canadian levels on all issues affecting libraries.

PURPOSE OF POSITION

The Library Consultant is responsible for:

- coordinating or participating in the development, implementation, and review of branch programs and strategic initiatives such as Library Settlement Partnership, PLOT, BC OneCard service, alternate format materials and services, and training/workshops.

- developing, maintaining and updating centralized technology solutions for the public library community and the branch

- undertaking projects that support the development and/or review of branch policies or legislation affecting public libraries, particularly the *Library Act*

- ensuring effective library participation and integration with other government priorities, such as Neighbourhood Learning Centres and Literacy goals

- contributing to the branch budget-building and financial review process
- providing consulting services to a geographic region or specified group of libraries in the province

NATURE OF WORK AND POSITION LINKS

This is one of three positions providing expert advice to public library trustees and staff as well as local government officials and the ministry, in the context of library development and services.

Position Links:
- Public libraries, library boards & local governments - provides leadership, advice, information and training, primarily within an assigned region/group of libraries.
- Branch and ministry staff - collaborates on the planning, implementation and integration of strategic and other operational requirements, policies and priorities, such as Neighbourhood Learning Centres and Literacy.
- Other provincial government ministries that directly serve the public - develops partnerships to provide government information to citizens via public libraries.
- Stakeholder advisory committees on specific strategic initiatives - acts as the branch and ministry representative and ensures the province's interests are represented.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

Technology:

1. Ensures stakeholder-facing, strategic plan driven centralized technology solutions and web-based services are planned and developed in parallel with ITMB strategies and delivered in parallel with the Ministry and Government Transformation and Technology plans

2. Maintains, monitors and upgrades systems as appropriate within available resources. [e.g. Public Library Online Templates (PLOT) program; "Service Centre" - extranet for public library staff and trustees]

3. Researches and analyzes current and emerging library services and technologies and provides advice to libraries, managers and colleagues in this area.

Strategic Initiatives and Branch Programs:

4. Coordinates or participates in the delivery and evaluation of strategic initiatives and branch programs and broader ministry priorities. Prepares and provides information and updates on PLSB initiatives to the public library community and the ministry through presentations, written materials and individual consultation.

5. Assists libraries in identifying and taking advantage of opportunities presented through government strategic directions (e.g. one of the province's five great goals is to make BC the best educated, most literate jurisdiction on the continent).

Consultation with Libraries

6. Provides leadership, advice, information and/or training to library professionals and staff, library boards, and local government representatives related to: library services and management; library technology, including its implementation and integration into service models; implementation of strategic initiatives; and public library board governance and responsibility.

7. Ensures that libraries comply with the *Library Act* and other provincial legislation and serves as a liaison between libraries and provincial/federal ministries and agencies.

Policy Development and Financial Planning:

8. Researches and analyzes current and emerging issues related to library legislation, policies and plans. Develops communications and briefing notes outlining options and implications for legislative and policy issues identified.

9. Provides financial input to branch budgets and strategic plans and coordinates them with divisional operating plans. Prepares financial management reports as required by the branch or central agencies.

FINANCIAL RESPONSIBILITY

NA

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	1	
Supervises staff through subordinate supervisors		

PROJECT / TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role		# of FTE's	Role		# of FTE's
Supervises students or volunteers	☐		Provides <u>training</u> to other staff	x	1-12
Lead project teams	x	5-15	Assigns, monitors and examines the work of staff	x	

WORKING CONDITIONS

The work will require occasional travel within the province to meet with stakeholders. Valid BC driver's license preferred.

PREPARED BY

NAME: Not Responsive	DATE: 5 Nov 2010	

EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: (Date).
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME: Not Responsive	SIGNATURE: Not Responsive	DATE: 5 Nov 2010

ORGANIZATION CHART
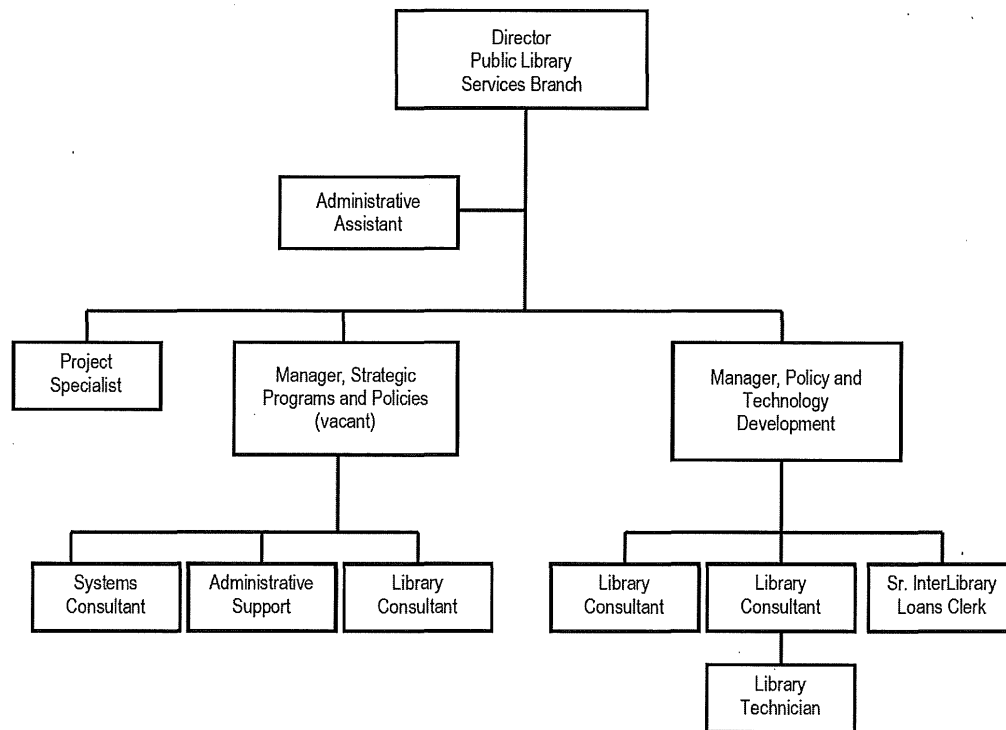
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                          ┌─────────────────────┐
                          │      Director       │
                          │   Public Library    │
                          │   Services Branch    │
                          └─────────────────────┘
                                    │
            ┌──────────────────┐    │
            │  Administrative   │───┤
            │    Assistant      │   │
            └──────────────────┘    │
        ┌──────────────┬────────────┴──────────────────┐
┌──────────────┐ ┌──────────────────────┐ ┌──────────────────────┐
│   Project    │ │  Manager, Strategic   │ │ Manager, Policy and   │
│  Specialist  │ │ Programs and Policies │ │     Technology        │
│              │ │      (vacant)         │ │    Development        │
└──────────────┘ └──────────────────────┘ └──────────────────────┘
                            │                          │
         ┌──────────┬───────┴───────┐      ┌───────────┼───────────────┐
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│ Systems  │ │Administrative│ │ Library  │ │ Library  │ │ Library  │ │Sr. InterLibrary│
│Consultant│ │   Support    │ │Consultant│ │Consultant│ │Consultant│ │ Loans Clerk  │
└──────────┘ └──────────────┘ └──────────┘ └──────────┘ └──────────┘ └──────────────┘
                                                             │
                                                      ┌──────────┐
                                                      │ Library  │
                                                      │Technician│
                                                      └──────────┘
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SELECTION CRITERIA

Education/Experience:
- M.L.S. from an accredited University; supplementary training in advanced information technologies and management/administration.
- Four years related experience working in the public libraries field at a senior level.
- Experience in project management and program development.
- Experience in administering budgets.

Knowledge:
- Knowledge and understanding of public library governance and social trends and issues affecting public libraries.
- Knowledge and understanding of library information services, standards and procedures.
- Knowledge and understanding of library technology as it relates to service delivery.
- Knowledge of the principles of policy development.

Abilities/Skills:
- Skills in identifying issues and proposing solutions.
- Research skills to keep abreast of current issues and successful practices.
- Strong analytical, consulting, technology and organizational skills.
- Strong oral communication skills, including public speaking and formal training workshops.
- Writing skills to produce correspondence, briefing notes, issue papers, reports, and handbooks, etc.
- Skills in leading teams of professionals.
- Skills in planning projects and meeting project objectives.
- Sound judgment and decision making skills.
- Strong computer literacy skills.
- Ability to establish credibility and work with universities, schools and special libraries.

COMPETENCIES

Service Orientation implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

Engaging External Partners identifies and involves external stakeholders in order to foster long term partnerships.

Listening, Understanding and Responding is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.

PUBLIC LIBRARY & LITERACY SERVICES

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                        ┌────────────────────────────────┐
                        │ Not Responsive            SL    │
                        │ DIRECTOR, PUBLIC LIBRARY &      │
                        │ LITERACY SERVICES               │
                        │ 37325                   *VANC   │
                        └────────────────────────────────┘
                              ┌────────────────────────────────┐
                              │ Not Responsive          CS 9    │
                              │ ADMINISTRATIVE                  │
                              │ ASSISTANT                       │
                              │ 37335                           │
                              └────────────────────────────────┘
                              ┌────────────────────────────────┐
                              │ Not Responsive          CL 9    │
                              │ ADMINISTRATIVE                  │
                              │ SUPPORT                         │
                              │ 46725                   *VANC   │
                              └────────────────────────────────┘
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Not Responsive	BL	Not Responsive	AO 24	Not Responsive	IS 24	Not Responsive	LIBRARIAN 30
SENIOR PROJECT MANAGER		PROJECT MANAGEMENT ANALYST		SYSTEMS CONSULTANT		LIBRARY CONSULTANT	
37326		98336		36982	*VANC	37369	*VANC

Not Responsive	CL 11	Not Responsive	LIBRARIAN 30
SENIOR INTERLIBRARY LOAN CLERK		LIBRARY CONSULTANT	
37334		37349	

Not Responsive	LIBRARIAN 27
LIBRARY CONSULTANT	
88108	

Not Responsive	CL 14
LIBRARY TECHNICIAN	
37336	

BRITISH COLUMBIA
The Best Place on Earth

POSITION TITLE:	Knowledge Manager (Librarian – Tax Advisory)	POSITION NUMBER(S):	79384
DIVISION: (e.g., Division, Region, Department)	Revenue Division		
UNIT: (e.g., Branch, Area, District) APPROVED CLASSIFICATION	Income Taxation Branch	LOCATION: CLASS CODE	Victoria *L/B* ~~AO~~ N24
SUPERVISOR'S TITLE:	Director, Income Tax Advisory and Intergovernmental Relations	POSITION NUMBER	
SUPERVISOR'S CLASSIFICATION:	Business Leader	PHONE NUMBER:	250-953-3091

PROGRAM

The Revenue Division provides administration, compliance, enforcement and collection activities for both tax and non-tax statutes administered by the ministry.

The Income Taxation Branch develops and delivers tax refund and compliance programs under the *Income Tax Act*, the *Insurance Premium Tax Act*, the *International Business Activity Act*, the *Logging Tax Act* and the *Forest Act* (Part 11.1).

The branch is also responsible for the oversight and governance of the province's tax-related agreements with the government of Canada and in particular, the Canada Revenue Agency (CRA), which administers the province's personal and corporate income taxes and the provincial portion of the Harmonized Sales Tax (HST).

PURPOSE OF POSITION

The Knowledge Manager develops and markets the branch's information collections, including customized reference and research services for branch staff and other clients; provides orientation and training; develops and maintains relevant web sites; proactively develops the library collections; supervises and trains staff; and carries out other related duties such as consultation, networking, and special projects.

NATURE OF WORK AND POSITION LINKS

The position reports to the Director, operating in an environment of rapid technological change and periodic directional and policy changes to manage knowledge transfer within the branch. Although the branch's information collections are increasingly being maintained in electronic and online formats, the print collection remains a key component. Time is spent providing reference and research services, orientation and training, developing and maintaining web content and facilitating policy documentation. Service to branch/division/ministry staff and external stakeholders has to meet their timeframes and is the priority aspect of the work. Technological constraints on the management of library systems are imposed by the government IT infrastructure. The branch's webpages and websites are a prime means of communicating daily with clients. Clients' computer skills range from minimal to excellent and responses must reflect this, such as providing one-on-one training and ensuring ease of navigation through the relevant websites.

Position links:
- **Staff of the branch** – to stay current with the work and priorities of the branch and understand staff's complex information needs in order to develop and improve library programs and services; to provide library orientation and training.
- **Library users outside the branch**, primarily staff from within the division/ministry or other federal-provincial-territorial governments to ensure they have access to information they need to deliver services.
- **Vendors of services** – to negotiate or arrange online subscription access; to seek solutions to problems with accessing services.
- **Consortia and Associations of libraries at the provincial, national and international levels** - to share information on issues of mutual interest through attendance at conferences and meetings and through establishing informal networks for ongoing consultation.
- **Professional Associations** – to stay current with developments in the library and information field through their publications and by attending meetings and conferences.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1) Provide customized and responsive services to support the research and information needs of all clients by:
   a) carrying out literature searches in response to requests for information, using in-house and outside sources, as well as other relevant databases and grey literature sources;
   b) designing electronic files and paper records classification and storage systems;
   c) compiling bibliographies using software tools;
   d) vetting and facilitating client access to intranet resources, troubleshooting access problems;
   e) evaluating internet resources and identifying those appropriate to the professional needs of clients;
   f) keeping up with issues of long-term and current importance to the Ministry; obtain feedback from clients on relevant content;
   g) designing delivery of current awareness service via the library intranet, monitoring trends in online journal availability, and evaluating and improving the service;
   h) developing and communicating policies and procedures for the interlibrary loan service, client correspondence and database access registration;
   i) providing expertise and advice on research methods to clients.

2) Develops and delivers library orientation and training by:
   a) providing orientation sessions to clients, individually and through customized group presentations, on the use of the Library and its services;
   b) training clients to perform searches in complex databases and to use specialized controlled vocabulary and subject descriptors;
   c) developing training handouts and tip sheets.

3) Contributes to website development by:
   a) designing and maintaining federal-provincial-territorial websites for which the branch is responsible, public internet sites affecting branch programs and restricted intranet sites;
   b) developing and updating "Hot Topics" pages to reflect current branch/division/ministry priorities;
   c) monitoring and reviewing new internet resources and other relevant information for inclusion on the intranet;
   d) assessing, selecting, and providing research tools and training clients in their use to manage citations.

4) Works to market the library by:
   a) promoting library services and products through in-person and online contacts;
   b) presentations to client groups;
   c) representing the library to external stakeholders;
   d) networking with other library professionals.

5) Proactively develops the library collection by:
   a) Selecting new acquisitions to meet staff needs;
   b) analyzing monograph and journal collections to identify gaps;
   c) weeding outdated materials;
   d) maintaining the corporate repository of ministry publications;
   e) performing cataloguing and classification of new library materials and editing of other catalogue records as required.

6) Provides input to the Director by:
   a) evaluating current services provided to clients; researching new products and services and assembling information on pricing and related costs;
   b) advising on areas of the collection which need to be updated or augmented, based on client requests;
   c) advising when problems around workflow may be developing and when procedures may need changing based on day-to-day library operations.

7) Assists in the formalization of branch policies by:
   a) helping to identify gaps between staff information needs, including future succession planning and areas lacking formalized policies;
   b) helping to draft relevant policy manuals.

8) Has direct supervision responsibility for a Co-op Student/Intern.

FINANCIAL RESPONSIBILITY

Has latitude to make acquisition decisions based on client needs.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff		1
Supervises staff through subordinate supervisors		

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role		# of FTE's	Role		# of FTE's
Supervises students or volunteers	X		Provides formal training to other staff	X	varies
Lead project teams	X	varies	Assigns, monitors and examines the work of staff	X	varies

SPECIAL REQUIREMENTS

TOOLS / EQUIPMENT

- Computer and office software programs (Word, PowerPoint, Outlook, Adobe Acrobat, etc.)
- Scanner/photocopier
  Specialized databases (e.g. CCH) licensed from vendors to access information for clients and to teach clients how to access the information themselves.

WORKING CONDITIONS

WORK EXAMPLES

COMMENTS

PREPARED BY

NAME:	DATE:	

EXCLUDED MANAGER AUTHORIZATION

I confirm that:	
1. the accountabilities / deliverables were assigned to this position effective: **(Date)**.	
2. the information in this position description reflects the actual work performed.	
3. a copy has / will be provided to the incumbent(s).	

NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART

(Delete this section if you have attached a graphical organization chart)

Deputy Minister Title
    Assistant Deputy Minister, Revenue Division
        Executive Director – Income Taxation Branch
            Director, Income Tax Advisory and Intergovernmental Relations
                Knowledge Manager, Income Tax Advisory and Intergovernmental Relations 24
                Co-op Student/Intern

STAFFING CRITERIA

EXPERIENCE AND EDUCATION

- Master of Library Science degree, or equivalent, from an ALA-accredited university.
- Library experience in the finance (tax), legal or social sciences field.
- Experience in managing information resources, applying information tools and technologies.

KNOWLEDGE

- Knowledge of searching commercial online databases and internet websites.
- Knowledge of library database software, web server and file system maintenance, and indexing methodology.
- Knowledge and understanding of library information services and procedures.
- Knowledge of indexing, classification and information retrieval techniques.
- Knowledge of primary information sources in the finance (tax), legal and social sciences fields.
- Knowledge of library cataloguing principles and techniques.
- Knowledge of the British Columbia tax and legal systems

SKILLS AND ABILITIES

- Excellent communication and interpersonal skills.
- Excellent organizational skills.
- Excellent supervisory ability.
- Excellent research, analytical and problem solving skills.
- Ability to apply academic knowledge to practical solutions.

COMPETENCIES

Information Seeking is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.

Conceptual Thinking is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.

Problem Solving/Judgement is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

Building Partnerships with Stakeholders is the ability to build long-term or on-going relationships with stakeholders (e.g. someone who shares an interest in what you are doing). This type of relationship is often quite deliberate and is typically focused on the way the relationship is conducted. Implicit in this competency is demonstrating a respect for and stating positive expectations of the stakeholder.

Service Orientation implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

Customer/Client Development involves the genuine intent to foster the learning or development of a diverse clientele. "Customers/clients" include the public, internal clients, colleagues, partners, co-workers, peers, branches, ministries/agencies and other government organizations.

Teamwork and Co-operation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

Revenue Division
Income Taxation Branch
June 13, 2012

Director, Income Tax Advisory & Intergovermental Relations
Not Responsive
BL   52848
Not Responsive

Manager, Income Tax Advisory
Not Responsive
BL   77139
Not Responsive

Manager, Income Tax Advisory – Related Programs
Not Responsive
BL   92526
Not Responsive

Manager, Intergovernmental Relations
Not Responsive
BL   77150
Not Responsive

Knowledge Manager
Vacant
LIBRN R24   79384
Vacant

Sr. Income Tax Specialist
Vacant
POL FI N27   82065
Not Responsive

Sr. Income Tax Specialist
Not Responsive
POL FI N27   68671
Not Responsive

Sr. Income Tax Specialist
Vacant
POL FI R27   78288
Vacant

Sr. Income Tax Specialist
Position number to be assigned
PO   27
Vacant

Sr Income Tax Specialist
Not Responsive
POL FI N27   77141
Not Responsive

Project Officer
Not Responsive
AO N24   80950
Not Responsive

Audit Analyst
Vacant
FO R18   53237
Not Responsive

Sr. Income Tax Specialist
Not Responsive
POL FI N27   77143
Not Responsive

Sr. Income Tax Specialist
Not Responsive
POL FI N27   57422
Not Responsive

Sr. Income Tax Specialist
Vacant
FO TAX N27 79055
Vacant

Sr. Income Tax Specialist
Vacant
PO27   8776
Vacant

Project Officer
Not Responsive
RO24   87605
Not Responsive

Co-Op

Sr. Tax Auditor
Not Responsive
FO TAX N27   74262
Not Responsive

Sr. Income Tax Specialist
Not Responsive
FO TAX N27   80285
Not Responsive

Sr. Income Tax Specialist
Position number to be assigned
PO27
Vacant

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* On loan from Audit

BRITISH COLUMBIA
The Best Place on Earth

POSITION DESCRIPTION
Ministry of Health

POSITION TITLE:	Systems Librarian	POSITION NUMBER(S):	26843
DIVISION: (e.g., Division, Region, Department)	Strategic Policy, Legislation and Intergovernmental Relations		
UNIT: (e.g., Branch, Area, District) APPROVED CLASSIFICATION	Health and Human Services Library	LOCATION: CLASS CODE	Victoria
SUPERVISOR'S TITLE:	Manager and Head Librarian	POSITION NUMBER	31471
SUPERVISOR'S CLASSIFICATION:	Librarian 30	PHONE NUMBER:	

PROGRAM

The Health and Human Services Library serves clients in the Ministry of Health (MOH) and the Ministry of Children and Family Development (MCFD). The Library's mission is to provide timely access to quality information by competent professional staff, maintain and develop robust electronic resources supported by cutting edge technologies, be stewards of a unique and specialized collection, provide customized and responsive services to support the research and information needs of all clients and offer instruction and training to clients in research methods. The Library also archives MOH publications and maintains the Publications web site.

PURPOSE OF POSITION

The Librarian develops and markets library services, including customized reference and research services for Library clients, develops and maintains the Library's web sites; supports the Library's software (Sirsi and QuickDOC), manages the cataloguing service, proactively develops the library collections; provides orientation and training; supervises and trains staff and contractors, and carries out other professional librarian duties such as consultation, networking and special projects.

NATURE OF WORK AND POSITION LINKS

The position is one of two professional positions reporting to the Manager and Head Librarian, operating in an environment of rapid technological change and periodic directional and policy changes within the Ministries. Much of the work done by the two Librarians is team-based, and, with the exception of library systems, there is considerable overlap between the duties of the two positions. Although HHS Library services and collections are increasingly being delivered in electronic and online formats, the print collection remains a key component. Most of the tools used to manage print and electronic collections and services are online. Time is spent providing reference and research services for library clients, developing and supporting in-house library systems, supporting licensed databases and online resources, and developing and maintaining the Library's web sites and catalogue. Service to library clients has to meet their timeframes and is the priority aspect of the work. Technological constraints on the management of library systems are imposed by the government IT infrastructure. The Library's intranet pages are a prime means of communicating daily with clients around the province. Clients' computer skills range from minimal to excellent and responses must reflect this, such as providing one-on-one training and ensuring ease of navigation through Intranet web pages.

Position links:

- **Library staff** – to work as part of the Library team: supporting, troubleshooting, training, consulting, supervising, directing.
- **Staff of MOH and MCFD** - to stay current with the work and priorities of the ministries and understand staff's complex information needs in order to develop and improve library programs and services; to provide library orientation and training.
- **IT staff at MOH and beyond** – to work with them to maintain and upgrade library software, troubleshoot problems, and to negotiate IT concerns, such as access to online products and integrated user authentication; to collaborate to make information systems and information access fully functional.
- **Library users outside the Ministries**, primarily public health offices of provincial Health Authorities and contractors to the two ministries - to ensure they have access to information they need to deliver services; occasional users from other Ministries such as the Coroner's Office or the Premier's Office when staff there need

access to the library's resources.
- **Vendors of services** – to work with Sirsi and QuickDOC to maintain and troubleshoot library applications, and other publishers/vendors to negotiate, arrange and maintain online subscription access; to seek solutions to problems with accessing services.
- **Consortia and Associations of health libraries at the provincial, national and international levels** - to share information on issues of mutual interest through attendance at conferences and meetings and through establishing informal networks for ongoing consultation.
- **Professional Associations** – to stay current with developments in the library and information field through their publications and by attending meetings and conferences.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1) Serves as application system administrator and manages library software, including the Sirsi integrated library system with cataloguing, acquisitions, serials, circulation, and web modules, by:
   a) providing technical support for computer application systems, databases, reports and Web sites in supporting the needs of the library. This includes planning, developing, installing, securing, maintaining, documenting, and optimizing applications, reports, databases, and Web presence, both Internet and Intranet. Work is performed with considerable latitude for exercising judgment and initiative necessary to enable continued utilization of related systems;
   b) configuring Sirsi on a Unix server, using Unix skills to customize and make changes to configuration;
   c) maintaining contact with the Sirsi help desk to solve problems and arrange for assistance when needed; performing maintenance on the system as needed; troubleshooting system problems encountered by Ministry library staff and on OPAC (online public access catalogue) terminals; monitoring listservs from Sirsi library community;
   d) running and monitoring the overnight reports needed for Sirsi to function; creating and scheduling custom reports; using Unix VI editor to generate overdue notices;
   e) using API programming skills to create new report templates, improve system functionality and customize data output
   f) working with government IT staff to create backup scripts for Sirsi;
   g) supporting and maintaining interlibrary loan software, QuickDOC, making adjustments to the software to accommodate local needs and practices;
   h) instructing government IT staff on how to install and service library software;
   i) communicating systems issues to library staff working with Sirsi modules;
   j) advising library staff on circulation functions and generic email box management.

2) Provide customized and responsive services to support the research and information needs of all clients by:
   a) carrying out literature searches in response to requests for information, using in-house and outside sources, such as PubMed and Ebsco/Ovid databases, as well as other relevant databases and grey literature sources;
   b) compiling bibliographies using software tools such as RefWorks and RefShare;
   c) vetting and facilitating client access to intranet resources; troubleshooting access problems;
   d) setting up online access to licensed journal subscriptions, using IP and other access management methods;
   e) evaluating Internet resources and identifying those appropriate to the professional needs of clients
   f) keeping up with issues of long-term and current importance to the ministries; obtain feedback from clients on relevant content;
   g) developing and communicating policies and procedures for client correspondence and database access registration;
   h) liaising with clients on projects, providing expertise and advice on research methods.

3) Manages the library's cataloguing function by:
   a) performing, coordinating and evaluating the cataloguing of materials in the library (all physical and electronic formats, specialized in health sciences, social sciences, management, and government publications);
   b) developing the Library's cataloguing and classification protocols to comply with MARC, Library of Congress, and National Library of Medicine cataloguing standards;
   c) writing and maintaining cataloguing and circulation policies and procedures manuals for staff and contract cataloguers;
   d) monitoring and ensuring deliverables of contract cataloguers;
   e) performing cleanup of catalogue records to improve integration of legacy collections;
   f) selecting source libraries and setting up Z39.50 ISO Protocol access to enable download of external MARC records for copy cataloguing;
   g) generating periodic new book and video lists and converting them for use with library's custom CGI script on the library intranet; customizing management of the automated new books/videos email requests in Outlook.

4) Contributes to the Library's web site development by:
   a) serving as Web Designate for the Library's public and internal sites;
   b) designing and maintaining the Library's public Internet and restricted intranet sites;
   c) developing and updating "Hot Topics" pages to reflect current ministry priorities;
   d) monitoring and reviewing new Internet resources and other relevant information for inclusion on the Library's intranet;
   e) assessing, selecting, and providing research tools and training clients in their use, e.g., RefWorks to manage citations.

5) Works to market the Library by:
   a) promoting library services and products through in-person and online contacts;
   b) presentations to client groups;
   c) representing the Library on ministry committees;
   d) networking with other library professionals;
   e) providing tours to the library community.

6) Proactively develops the library collection by:
   a) selecting new acquisitions to meet client needs;
   b) analyzing monograph, serial and video collections to identify gaps;
   c) weeding outdated materials;
   d) maintaining the corporate repository of ministry publications.

7) Develops and delivers library orientation and training by:
   a) providing orientation sessions to clients, individually and through customized group presentations, on the use of the Library and its services;
   b) training clients to perform searches in complex databases such as PubMed and to use specialized controlled vocabulary and subject descriptors;
   c) developing training handouts and tip sheets.

8) Provides input to the Library Manager by:
   a) evaluating current services provided to clients; researching new products and services and assembling information on pricing and related costs;
   b) advising on areas of the collection which need to be updated or augmented, based on client requests
   c) preparing a variety of Sirsi statistical reports that feed into the quarterly/annual reports, including circulation, cataloguing and user statistics.
   d) advising when problems around workflow may be developing and when procedures may need changing based on day-to-day library operations.

9) Has direct supervision responsibility for a Library Technician.

FINANCIAL RESPONSIBILITY

Coordinates the payment of Sirsi annual maintenance contract and identifies any financial issues, including calculating estimates for upgrading and managing library software. Provides estimates for the cataloguing contract and monitors its expenditures - $10K.
Has latitude to make acquisition decisions based on client needs; has use of library credit card.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	1	
Supervises staff through subordinate supervisors		

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role		# of FTE's	Role		# of FTE's
Supervises students or volunteers	X		Provides formal training to other staff	X	varies
Lead project teams	X	varies	Assigns, monitors and examines the work of staff	X	varies

SPECIAL REQUIREMENTS

TOOLS / EQUIPMENT

- Computer and office software programs (Word, PowerPoint, Outlook, Adobe Acrobat, etc.)
- Scanner/photocopier
- Dreamweaver web authoring software
- Sirsi Unicorn – integrated library system, including catalogue, acquisitions, serials and circulation modules.
- QuickDOC/Docline – specialized medical interlibrary loan management software.
- Specialized databases (EbscoHost, Ovid, PubMed, OECD Health) licensed from vendors to access information for clients and to teach clients how to access the information themselves.
- RefWorks bibliographic citation management software.

WORKING CONDITIONS

The work is done in a library.

WORK EXAMPLES

COMMENTS

Approximately 90% of MOH clients are located in the headquarters in Victoria, and the remaining 10% are spread around various public health Health Authority offices in the province. However, 65% of MCFD clients are located in regional service delivery offices, with the remaining 35% being located in the headquarters in Victoria. The HHS Library therefore requires several methods of access to the library and its collection in order to meet the varying requirements of this diverse user group, while remaining within the technical/security limitations set by government-wide IT.

PREPARED BY

NAME: Not Responsive BC PSA Not Responsive	DATE: September 7, 2007	

EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: **(Date)**.
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART

(Delete this section if you have attached a graphical organization chart)

Deputy Minister Title
    Assistant Deputy Minister, Strategic Policy, Legislation and Intergovernmental Relations
      Manager and Head Librarian, Librarian 30 – Position 31471

26843 Systems Librarian

Systems Librarian, Librarian 24 -Topic Position - Position 26843
Library Technician, Clerk 11, Position 56470
Librarian, Librarian 27, Position 56476
Library Clerk, Clerk 9, Position 65151
Acquisitions Clerk, Clerk 11, Position 28239
Library Assistant, OA2, Position 31380

STAFFING CRITERIA

EXPERIENCE AND EDUCATION

- Master of Library Science degree, or equivalent, from an ALA-accredited university.
- Library experience in the health or social sciences field.
- Experience in managing information resources, applying information tools and technologies.

KNOWLEDGE

- High level of computer literacy including programming, systems administration and web authoring.
- Knowledge of searching commercial online databases and internet web sites.
- Knowledge of library database software, web server and file system maintenance, and indexing methodology.
- Knowledge and understanding of library information services and procedures.
- Knowledge of indexing, classification and information retrieval techniques.
- Knowledge of primary information sources in the health and social sciences fields.
- Knowledge of library cataloguing principles and techniques, AACR2 and MARC standards, Library of Congress and National Library of Medicine classification systems and subject headings.
- Knowledge of the British Columbia health and child welfare systems.

SKILLS AND ABILITIES

- Excellent communication and interpersonal skills to deal effectively with all levels of ministry staff, with employees of partnership agencies and other users of MOH/MCFD library services.
- Excellent organizational skills.
- Excellent supervisory ability.
- Excellent research, analytical and problem solving skills.
- Ability to apply academic knowledge to practical solutions.

COMPETENCIES

Information Seeking is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.

Conceptual Thinking is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.

Problem Solving/Judgement is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

Building Partnerships with Stakeholders is the ability to build long-term or on-going relationships with stakeholders (e.g. someone who shares an interest in what you are doing). This type of relationship is often quite deliberate and is typically focused on the way the relationship is conducted. Implicit in this competency is demonstrating a respect for and stating positive expectations of the stakeholder.

Service Orientation implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

Customer/Client Development involves the genuine intent to foster the learning or development of a diverse clientele. "Customers/clients" include the public, internal clients, colleagues, partners, co-workers, peers, branches, ministries/agencies and other government organizations.

Teamwork and Co-operation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

POSITION DESCRIPTION
Ministry of Health

POSITION TITLE:	Manager and Head Librarian	POSITION NUMBER(S):	31471
DIVISION: (e.g., Division, Region, Department)	Health and Human Services Library		
UNIT: (e.g., Branch, Area, District) APPROVED CLASSIFICATION	Strategic Policy, Legislation and Intergovernmental Relations	LOCATION: CLASS CODE	Victoria
SUPERVISOR'S TITLE:	Assistant Deputy Minister, Strategic Policy, Legislation and Intergovernmental Policy	POSITION NUMBER	
SUPERVISOR'S CLASSIFICATION:		PHONE NUMBER:	

PROGRAM

The Health and Human Services Library serves clients in the Ministry of Health (MOH) and the Ministry of Children and Family Development (MCFD), as well as ministry contracted client groups and the public health professionals of the Health Authorities. The Library's mission is to provide timely access to quality information by competent professional staff, maintain and develop robust electronic resources supported by cutting edge technologies, be stewards of a unique and specialized collection, provide customized and responsive services to support the research and information needs of all clients and offer instruction and training to clients in research methods. The Library also archives the MOH's publications and maintains the Ministry's Publications web site.

PURPOSE OF POSITION

The position is responsible for planning, developing, managing and delivering library and information services; developing and ensuring that library policies are adhered to; and supervising library staff in their delivery of library and information services, for MOH and MCFD clients as well as ministry's contracted client groups and the public health professionals of the Health Authorities.

NATURE OF WORK AND POSITION LINKS

The position operates in an environment of rapid technological change and periodic directional and policy changes within the Ministries. The Manager researches trends in the evolving field of information services to develop and plan collections and services that maximize access to information to support policy development and decision making of the ministries' staff and to support the delivery of health and child protection services throughout the province. The position has significant latitude and considerable freedom to act in developing innovative approaches to accessing and disseminating information. The Manager is responsible for fostering strong cooperative relationships with branches in both ministries to coordinate efforts, reduce overlap and effectively use and develop resources. The position provides professional advice and guidance to Ministry staff on information management issues.

The rate of technological change in library services requires extensive, specialized, on-going training for library staff, which is not readily available locally, and the Library Manager must secure training programs for library staff through alternate sources. On-going training is essential as library staff must guide library clients through the research tools and resources.

Position links:

- **Executive staff at both ministries** - to prepare briefing notes for the ADM's and provide regular updates on unit plans and activities.
- **Professional and managerial staff at both ministries** - to stay updated with their directions and priorities in order to keep the collection and services current with their needs; as a member of various committees within both ministries, to promote and share information about library services, to ensure that client needs are met and that feedback is obtained and acted upon.
- **IT Ministry of Health staff** - to help them become familiar with specialized library software running on ministry computer systems and to negotiate IT concerns, such as firewall protection when library resources are accessed

by outside users; to collaborate to make information systems and information access fully functional.

- **MOH Public Affairs Bureau and MOH program areas** - to obtain publications for, and verify content of the ministry's internet-based publications page, prior to uploading of records to the public site.
- **Library users outside the Ministries**, primarily Public Health Sectors of provincial Health Authorities and partnership agencies doing contract work for the MCFD - to ensure they have access to information they need to deliver services; occasional users from other Ministries such as the Coroner's Office or the Premier's Office when staff there need access to the library's resources.
- **Consortia and Associations of health libraries at the provincial and national levels** - to negotiate group rates on services and to share information on issues of mutual interest through attendance at conferences and meetings and through ongoing consultation.
- **Professional Associations** – to stay current with developments in the library and information field through their publications and by attending meetings and conferences.
- **Vendors and publishers** - to negotiate agreements on licensing, access and security.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Plans and manages the provision of library services for ministry staff, service partners and outside clients, a client base of about 6,500. Analyses trends, identifies and evaluates evolving technologies throughout the library world to get more seamless access to new, reliable information services for clients.

2. Develops, manages and evaluates library policies in the areas of collection and services to enable MOH and MCFD staff and partners to develop ministry policies and deliver services.

3. Prepares budgets, cost estimates, and develops operating reports for the unit. Prepares and forwards statistical, quarterly and annual reports from data provided by library staff. Recommends proposals for the development, expansion or improvement of services and methods to maximize cost effectiveness. Provides information for ministry business planning, showing how the library fits into the goals of the ministries, and is accountable for meeting the goals of the unit as indicated in the annual Ministry Business Plan.

4. Develops annual and longer-term plans for library collections by reviewing the mandated activities of MOH and MCFD staff as outlined in their Service Plans so that, as the direction and priorities of a Ministry change, the collections and services can be modified to reflect those changes. Oversees collection development and makes decisions about materials to be added and removed. Ensures that the integrity and currency of research information in the library's print and electronic collection is maintained. Ensures that copyright issues are adequately addressed when agreements are initiated in order to protect the government investment in intellectual assets, as well as to limit government liability through inappropriate usage of copyrighted materials from other sources.

5. Oversees the research provided by the librarians and also researches topics using a variety of print and electronic resources in response to reference requests from ministry staff and service partners. Provides the client with a list of relevant citations and full texts. Develops and manages the creation of a series of subject repositories of digital and print holdings, as well as a searching mechanism in the Sirsi cataloguing module to link publications stored in the repositories in various locations.

6. Manages the investigation, analysis and acquisition of new information services utilizing emerging technologies in order to ensure quality on-line services and available to library users. Ensures that online services/resources are seamlessly accessible though a dynamic and well-designed Intranet webpage, that applies the ministry's web standards. Undertakes special projects to address specialized ministry functions or resources, such as introducing (investigating, testing, recommending, implementing) new software packages to government that would allow us to better meet the information needs of our clients.

7. Develops print and online marketing materials to advertise library services to clients. Provides orientation training and bibliographic instruction for library services to employees of the ministries and training and information sessions on new research tools for specific employee groups. Publicizes library services through the provision of lists of new books and online services. Leads provision of help desk service to assist clients learning to use new library-related technologies to access information. Arranges for library displays and subject bibliographies to promote issues currently set as a priority by the ministries for its own employees.

8. Supervises and evaluates the performance of staff including planning and monitoring staff workloads, hiring new staff, determining training needs and arranging for training for library staff and dealing with disciplinary issues.

9. Manages the Archive of ministry publications, and ensures that program areas submit copies of their publications to this in accordance with the MOH Publication Depository Policy. Develops and maintains the MOH Internet-based Ministry Publications web page, as well as the related server structure and linked catalogue records.

10. Exercises expense authority for the Library budget.

FINANCIAL RESPONSIBILITY

Identifies funds required for annual budget. Manages a budget of $741,000 including salaries. Has latitude to reallocate non-salary expenditures within the budget.

Negotiates and manages contracts.
Decides what services are needed from library systems service provider, how they should be delivered, whether expectations are being met, authorizes the expenditure.

Certifies payment for goods and services.

Negotiates agreements for software licensing and for online security issues.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	3	
Supervises staff through subordinate supervisors	4	

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role		# of FTE's
Supervises students or volunteers	X 1	Provides formal training to other staff	☐	
Lead project teams	X varies	Assigns, monitors and examines the work of staff	X	6

SPECIAL REQUIREMENTS

TOOLS / EQUIPMENT

Computer and office software programs (Word, Excel, Outlook, etc.)

Specialized software – Sirsi – to manage the library's integrated system, including catalogue, acquisitions, serials and circulation modules.

Specialized databases licensed from vendors to access information for clients and to teach clients how to access the information themselves.

WORKING CONDITIONS

The work is done in a library.

WORK EXAMPLES

COMMENTS

Approximately 90% of MOH clients are located in the headquarters in Victoria, and the remaining 10% are spread around various public health Health Authority offices in the province. However, 65% of MCFD clients are located in regional service delivery offices, with the remaining 35% being located in the headquarters in Victoria. The HHS Library therefore requires several methods of access to the library and its collection in order to meet the varying requirements of this diverse user group, whilst remaining within the technical/security limitations set by government-wide IT.

PREPARED BY

NAME: Not Responsive BC Public Service Agency	DATE: 15 May, 2007	

EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: **(Date)**.
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART

(Delete this section if you have attached a graphical organization chart)

Deputy Minister Title
  Assistant Deputy Minister, Strategic Policy, Legislation and Intergovernmental Relations
    Manager and Head Librarian – Topic Position – Position 31471
      Systems Librarian, Lib 24, Position 26843
        Library Technician, Clerk 11, Position 56470
      Librarian, Lib 27 (Substantive position is 27, Acting incumbent paid at Lib 24) Position 56476
        Library Clerk, Clerk 9, Position 65151
      Acquisitions Clerk, Clerk 11, Position 28239
      Library Assistant, OA2, Position 31380
    Director of Research, Strategic Policy and Research, ML 5, Pos 31031
    Peer Position Title, Classification, Position Number

STAFFING CRITERIA (draft)

EXPERIENCE AND EDUCATION

- Master of Library Science degree, or equivalent, from an accredited university; supplementary training in advanced information technologies and management or administration.
- Five years experience in a management or supervisory level in a special library.
- Experience in budgeting and planning.

KNOWLEDGE

- Extensive and detailed knowledge in areas of automated and manual information resource management.
- Knowledge of searching commercial online databases and internet web sites.
- Knowledge of library database software, web server and file system maintenance, and indexing methodology.
- Knowledge and understanding of library information services and procedures.
- Knowledge of indexing, classification and information retrieval techniques.
- Knowledge of primary information sources in the health and social sciences fields.

SKILLS AND ABILITIES
- Excellent communication and interpersonal skills to deal effectively with all levels of ministry staff, with employees of partnership agencies and other users of MOH/MCFD library services.
- Excellent organizational and supervisory ability.
- Excellent research, analytical and problem solving skills.
- Ability to apply academic knowledge to practical solutions.
- Excellent presentation/public speaking skills.

Strong computer literacy skills.

COMPETENCIES

Planning, Organizing and Co-ordinating involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

Problem Solving/Judgement is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

Building Partnerships with Stakeholders is the ability to build long-term or on-going relationships with stakeholders (e.g. someone who shares an interest in what you are doing). This type of relationship is often quite deliberate and is typically focused on the way the relationship is conducted. Implicit in this competency is demonstrating a respect for and stating positive expectations of the stakeholder.

Service Orientation implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

Change Management is the ability to support a change initiative that has been mandated within the organization. It involves helping the organization's members understand what the change means to them, and providing the ongoing guidance and support that will maintain enthusiasm and commitment to the change process. People with this competency willingly embrace and champion change. They take advantage of every opportunity to explain their vision of the future to others and gain their buy-in.

Holding People Accountable involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.

Concern for Order reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.

BRITISH COLUMBIA
The Best Place on Earth

POSITION TITLE:	Librarian	POSITION NUMBER(S):	56476
DIVISION: (e.g., Division, Region, Department)	Strategic Policy, Legislation and Intergovernmental Relations		100272
UNIT: (e.g., Branch, Area, District) APPROVED CLASSIFICATION	Health and Human Services Library	LOCATION: CLASS CODE	Victoria
SUPERVISOR'S TITLE:	Manager and Head Librarian	POSITION NUMBER	31471
SUPERVISOR'S CLASSIFICATION:	Librarian 30	PHONE NUMBER:	

PROGRAM

The Health and Human Services Library serves clients in the Ministry of Health (MOH) and the Ministry of Children and Family Development (MCFD). The Library's mission is to provide timely access to quality information by competent professional staff, maintain and develop robust electronic resources supported by cutting edge technologies, be stewards of a unique and specialized collection, provide customized and responsive services to support the research and information needs of all clients and offer instruction and training to clients in research methods. The Library also archives MOH publications and maintains the ministry's publications web site.

PURPOSE OF POSITION

The Librarian develops and markets library services, including customized reference and research services for Library clients; provides orientation and training; develops and maintains the Library's web sites; proactively develops the library collections; supervises and trains staff and contractors; and carries out other professional librarian duties such as consultation, networking, and special projects.

NATURE OF WORK AND POSITION LINKS

The position is one of two professional positions reporting to the Manager and Head Librarian, operating in an environment of rapid technological change and periodic directional and policy changes within the Ministries. Much of the work done by the two Librarians is team-based, and, with the exception of library systems, there is considerable overlap between the duties of the two positions. Although HHS Library services and collections are increasingly being delivered in electronic and online formats, the print collection remains a key component. Most of the tools used to manage print and electronic collections and services are online. Time is spent providing reference and research services, orientation and training, and developing and maintaining web content. Service to library clients has to meet their timeframes and is the priority aspect of the work. Technological constraints on the management of library systems are imposed by the government IT infrastructure. The Library's intranet pages are a prime means of communicating daily with clients around the province. Clients' computer skills range from minimal to excellent and responses must reflect this, such as providing one-on-one training and ensuring ease of navigation through Intranet web pages.

Position links:
- **Library staff** – to work as part of the Library team: supporting, troubleshooting, training, consulting, supervising, directing.
- **Staff of MOH and MCFD** – to stay current with the work and priorities of the ministries and understand staff's complex information needs in order to develop and improve library programs and services; to provide library orientation and training.
- **Library users outside the Ministries**, primarily public health offices of provincial Health Authorities and contractors to the two ministries - to ensure they have access to information they need to deliver services; occasional users from other Ministries such as the Coroner's Office or the Premier's Office when staff there need access to the library's resources.
- **Vendors of services** – to negotiate or arrange online subscription access; to seek solutions to problems with accessing services.
- **Consortia and Associations of health libraries at the provincial, national and international levels** - to share information on issues of mutual interest through attendance at conferences and meetings and through establishing informal networks for ongoing consultation.
- **Professional Associations** – to stay current with developments in the library and information field through their

publications and by attending meetings and conferences.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1) Provide customized and responsive services to support the research and information needs of all clients by:
   a) carrying out literature searches in response to requests for information, using in-house and outside sources, such as PubMed and Ebsco/Ovid databases, as well as other relevant databases and grey literature sources;
   b) compiling bibliographies using software tools such as RefWorks and RefShare;
   c) vetting and facilitating client access to intranet resources, troubleshooting access problems;
   d) evaluating Internet resources and identifying those appropriate to the professional needs of clients;
   e) keeping up with issues of long-term and current importance to the ministries; obtain feedback from clients on relevant content;
   f) managing the Table of Contents (TOC) Service: designing delivery of current awareness service via the library intranet, monitoring trends in online journal availability, and evaluating and improving the service;
   g) developing and communicating policies and procedures for the interlibrary loan service, client correspondence and database access registration;
   h) providing expertise and advice on research methods to clients.

2) Develops and delivers library orientation and training by:
   a) providing orientation sessions to clients, individually and through customized group presentations, on the use of the Library and its services;
   b) training clients to perform searches in complex databases such as PubMed and to use specialized controlled vocabulary and subject descriptors;
   c) developing training handouts and tip sheets.

3) Contributes to the Library's web site development by:
   a) designing and maintaining the Library's public Internet and restricted intranet sites;
   b) developing and updating "Hot Topics" pages to reflect current ministry priorities;
   c) monitoring and reviewing new Internet resources and other relevant information for inclusion on the Library's intranet;
   d) assessing, selecting, and providing research tools and training clients in their use, e.g., RefWorks to manage citations.

4) Works to market the Library by:
   a) promoting library services and products through in-person and online contacts;
   b) presentations to client groups;
   c) representing the Library on ministry committees;
   d) networking with other library professionals;
   e) providing tours to the library community.

5) Proactively develops the library collection by:
   a) Selecting new acquisitions to meet client needs;
   b) analyzing monograph and journal collections to identify gaps;
   c) weeding outdated materials;
   d) maintaining the corporate repository of ministry publications;
   e) performing cataloguing and classification of new library materials and editing of other catalogue records as required.

6) Provides input to the Library Manager by:
   a) evaluating current services provided to clients; researching new products and services and assembling information on pricing and related costs;
   b) advising on areas of the collection which need to be updated or augmented, based on client requests;
   c) advising when problems around workflow may be developing and when procedures may need changing based on day-to-day library operations.

7) Has direct supervision responsibility for a Library Technician.

FINANCIAL RESPONSIBILITY

Has latitude to make acquisition decisions based on client needs; has use of library credit card.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	1	
Supervises staff through subordinate supervisors		

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role		# of FTE's	Role		# of FTE's
Supervises students or volunteers	X		Provides formal training to other staff	X	varies
Lead project teams	X	varies	Assigns, monitors and examines the work of staff	X	varies

SPECIAL REQUIREMENTS

TOOLS / EQUIPMENT

- Computer and office software programs (Word, PowerPoint, Outlook, Adobe Acrobat, etc.)
- Scanner/photocopier
- Dreamweaver web authoring software
- Sirsi Unicorn – integrated library system, including catalogue, acquisitions, serials and circulation modules.
- QuickDOC/Docline – specialized medical interlibrary loan management software.
- Specialized databases (EbscoHost, Ovid, PubMed, OECD Health) licensed from vendors to access information for clients and to teach clients how to access the information themselves.
- RefWorks bibliographic citation management software.

WORKING CONDITIONS

WORK EXAMPLES

COMMENTS

Approximately 90% of MOH clients are located in the headquarters in Victoria, and the remaining 10% are spread around various public health offices in the province. However, 65% of MCFD clients are located in regional service delivery offices, with the remaining 35% being located in the headquarters in Victoria. The HHS Library therefore requires several methods of access to the library and its collection in order to meet the varying requirements of this diverse user group, while remaining within the technical/security limitations set by government-wide IT.

56476 & 100272__ Librarian

PREPARED BY

NAME:	DATE:	
Not Responsive BC PSA Not Responsive	September 7, 2007	

EXCLUDED MANAGER AUTHORIZATION

I confirm that:
1. the accountabilities / deliverables were assigned to this position effective: **(Date)**. 2. the information in this position description reflects the actual work performed. 3. a copy has / will be provided to the incumbent(s).

NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART

(Delete this section if you have attached a graphical organization chart)

Deputy Minister Title
    Assistant Deputy Minister, Strategic Policy, Legislation and Intergovernmental Relations
        Manager and Head Librarian – Librarian 30 – Position 31471
            Librarian, Librarian 27 - Topic Position - Position 56476
                Library Clerk, Clerk 9, Position 65151
            Systems Librarian – Librarian 24 - Position 26843
                Library Technician, Clerk 11, Position 56470
            Acquisitions Clerk, Clerk 11, Position 28239
            Library Assistant, OA2, Position 31380

STAFFING CRITERIA

EXPERIENCE AND EDUCATION

- Master of Library Science degree, or equivalent, from an ALA-accredited university.
- Library experience in the health or social sciences field.
- Experience in managing information resources, applying information tools and technologies.

KNOWLEDGE

- Knowledge of searching commercial online databases and internet web sites.
- Knowledge of library database software, web server and file system maintenance, and indexing methodology.
- Knowledge and understanding of library information services and procedures.
- Knowledge of indexing, classification and information retrieval techniques.
- Knowledge of primary information sources in the health and social sciences fields.
- Knowledge of library cataloguing principles and techniques, using Library of Congress and National Library of Medicine classification schemes and subject heading analysis.
- Knowledge of the British Columbia health and child welfare systems

SKILLS AND ABILITIES

- Excellent communication and interpersonal skills to deal effectively with all levels of ministry staff, with employees of partnership agencies and other users of MOH/MCFD library services.
- Excellent organizational skills.
- Excellent supervisory ability.
- Excellent research, analytical and problem solving skills.
- Ability to apply academic knowledge to practical solutions.

COMPETENCIES

Information Seeking is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.

Conceptual Thinking is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.

Problem Solving/Judgement is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

Building Partnerships with Stakeholders is the ability to build long-term or on-going relationships with stakeholders (e.g. someone who shares an interest in what you are doing). This type of relationship is often quite deliberate and is typically focused on the way the relationship is conducted. Implicit in this competency is demonstrating a respect for and stating positive expectations of the stakeholder.

Service Orientation implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

Customer/Client Development involves the genuine intent to foster the learning or development of a diverse clientele. "Customers/clients" include the public, internal clients, colleagues, partners, co-workers, peers, branches, ministries/agencies and other government organizations.

Teamwork and Co-operation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

TITLE: CRIMINAL JUSTICE LIBRARIAN

CLASSIFICATION: LIB 21

MINISTRY: ATTORNEY GENERAL

WORK UNIT: LEGAL SERVICES BRANCH

SUPERVISOR TITLE: LEGAL COUNSEL, STRATEGIC KNOWLEDGE MANAGEMENT

SUPERVISOR POSITION #: 96658

CONTEXT

The Law Library of the Ministry of Attorney General is a critical element of the knowledge management infrastructure within the organization, and exists to provide legal research and information services to the Legal Services Branch (LSB), the Criminal Justice Branch (CJB), the Justice Services Branch (JSB) and to related government ministries.

Since 2008, the Legal Services Branch has pursued its vision of improving client relationships and finding, creating and increasing existing operating efficiencies. During this time, economic issues and emerging technology have resulted in urgency for change and the ability to leverage new technologies to achieve change. The practice of law is transforming in response to all of these factors. LSB has identified a number of initiatives intended to achieve efficiencies and to concurrently reshape legal services.

- The use of technology as a means of delivering legal services to improve access while reducing our client's overall costs;
- Resourcing models, including the use of outside and in-house counsel, that respond to the needs of our client and contribute to effective service delivery;
- Funding models for legal services that support responsible and accountable use of legal services and promote good client relations; and
- Support of our organization, through strategic human capital management, to leverage our investment in our employees, including seeking appropriate compensation, planning for the future with succession planning and providing developmental opportunities.

The Legal Services Branch (LSB) provides legal advice and services as official legal advisor to government. LSB performs a central agency role to ensure the administration of public affairs is in accordance with law. LSB advises on the legislative acts and proceedings of the Legislature; advises ministries on all matters of law; and regulates and conducts all litigation for or against the Crown or any Ministry.

CJB conducts and supervises prosecutions in all levels of court in British Columbia and the Supreme Court of Canada. CJB has approximately 450 lawyers located all over the province. Many of these offices are small and in remote areas of the province.

JOB OVERVIEW

Reporting directly to the Legal Counsel, Strategic Knowledge Management (SKM), the Criminal Justice Librarian is most senior technical criminal expert in the field of library research in the Ministry of Justice, responsible for providing complex and customized research and reference services to support the information and research needs of hundreds of CJB lawyers located throughout the province. The Criminal Justice Librarian also provides research and reference services in other legal areas as back-up to the Managing Librarian, and supervises the Library Technicians in the Managing Librarian's absence. This position is located within the in-house library to the "law firm" of the B.C. Government, with approximately 450 lawyers in CJB, 200 lawyers in LSB, along with paralegal support staff and articling students, and other Branches of the Ministry including the Deputy Attorney General. In addition to providing research and references services, the Criminal Justice librarian promotes the library services and products to CJB, develops and provides research training to lawyers, .

The Criminal Justice Librarian must have an advanced knowledge of legal decisions on complex issues, including keeping abreast of new developments in criminal law, and providing updates and summaries o library clients. The Criminal Justice Librarian must display excellent communications and interpersonal skills, with the ability to prioritize requests and work both independently and within a team environment. Research is often conducted with limited information and under significant timelines. Such stressful conditions require the application of significant judgment and diplomacy to ensure the client receives valuable service.

This position assists the Managing Librarian and Legal Counsel SKM, with the Library administration as required.

ACCOUNTABILITIES

Reference Research

- Provide complex and customized research and reference services for lawyers, paralegals and other library patrons

- Conduct reference interviews with clientele to assist with issue identification and to determine research parameters and strategies

- Evaluate current services provided to clients; apply experience and best judgement to ensure the reference needs of the Ministry are met

- Manage priorities: rapid changes occurring in the library field require this position to demonstrate adaptability and a willingness to encompass and embrace change

- As the library's senior subject matter expert, provide assistance, advice and guidance to staff and clients of the Library

Management of Collection and Library Resources

- Proactively identify and evaluate new, primarily on-line, reference and research resources that will be appropriate to the professional needs of CJB lawyers

- Through research, evaluation, and selection of print and electronic research materials, manage the library's criminal law collection to ensure that a high standard of resources will be maintained

- Develop and manage the relationships with legal publishers and other criminal law information providers for the benefit of the Ministry

Outreach

- Promote library services and products by:

- o Developing and communicating to CJB legal staff with current awareness materials in the areas of case law and legislation

- o Developing and making presentations on various areas of criminal law

- o When responding to a specific reference request, provide additional information beyond the scope of the additional request to highlight other sources and services available

- o Assisting library clients with training, relating to how to use various resources and also assisting with developing research methodology

- o Developing relationships with other librarians and law libraries

Administration

- Develop and maintain files, and an index for those files, on frequently requested areas of criminal law

- Supervise Library Technicians in the Managing Librarian's absence

- Maintain statistics about the volume and nature of reference and research requests as required

JOB REQUIREMENTS

- Master of Library Studies degree from a CLA or ALA accredited institution, plus 5 years experience within a library environment; or

- Master of Library Studies degree from a CLA or ALA accredited institution, plus 3 years experience within a law library environment; or

- LLB plus 5 years experience within a law library environment

- Experience in a law library environment strongly preferred

- Knowledge of and experience with electronic legal information systems, including QL, Westlaw, QPLegalEze

- Advanced knowledge of, and extensive experience using computers and the requisite applications, including Internet research tools

ORGANIZATION CHART

Deputy Attorney General
   Assistant Deputy Attorney General
      Legal Counsel: Law, Policy and Strategic Advice
         Legal Counsel: Strategic Knowledge Management, Pos #96658
            Criminal Justice Librarian, (under review), Pos #00009860
            Managing Librarian, Librarian 24, Pos #13276
                  Library Technician, Research, Current Awareness & Finance, CL14, Pos #72531
                  Library Technician, Front Desk, Circulation & Collection Maintenance, CL 14, Pos #9504

TITLE: MANAGING LIBRARIAN   CLASSIFICATION: LIBRARIAN 24

MINISTRY: ATTORNEY GENERAL   WORK UNIT: LEARNING SERVICES BRANCH

SUPERVISOR TITLE: LEGAL COUNSEL, STRATEGIC KNOWLEDGE MANAGEMENT   SUPERVISOR POSITION #: 96658

CONTEXT

The Law Library of the Ministry of Attorney General is a critical element of the knowledge management infrastructure within the organization, and exists to provide legal research and information services to the Legal Services Branch (LSB), the Criminal Justice Branch (CJB), the Justice Services Branch (JSB) and to related government ministries.

Since 2008, the Legal Services Branch has pursued its vision of improving client relationships and finding, creating and increasing existing operating efficiencies. During this time, economic issues and emerging technology have resulted in urgency for change and the ability to leverage new technologies to achieve change. The practice of law is transforming in response to all of these factors. LSB has identified a number of initiatives intended to achieve efficiencies and to concurrently reshape legal services.

- The use of technology as a means of delivering legal services to improve access while reducing our client's overall costs;
- Resourcing models, including the use of outside and in-house counsel, that respond to the needs of our client and contribute to effective service delivery;
- Funding models for legal services that support responsible and accountable use of legal services and promote good client relations; and
- Support of our organization, through strategic human capital management, to leverage our investment in our employees, including seeking appropriate compensation, planning for the future with succession planning and providing developmental opportunities.

The Legal Services Branch (LSB) provides legal advice and services as official legal advisor to government. LSB performs a central agency role to ensure the administration of public affairs is in accordance with law. LSB advises on the legislative acts and proceedings of the Legislature; advises ministries on all matters of law; and regulates and conducts all litigation for or against the Crown or any Ministry.

JOB OVERVIEW

Reporting directly to the Legal Counsel, Strategic Knowledge Management (SKM), the Managing Librarian is responsible for the day-to-day operations of the Law Library, and regularly provides complex legal research and reference services to library patrons, primarily lawyers. This position is located within the in-house library to the "law firm" of the B.C. Government, with approximately 450 lawyers in CJB, 200 lawyers in LSB, along with paralegal support staff and articling students, and other Branches of the Ministry including the Deputy Attorney General. Using both electronic and print resources, the Managing Librarian responds to inquiries from B.C. Government lawyers, policy analysts and other government researchers, located in all areas of the province, in all legal practice areas.

As the most senior technical civil expert in the field of library research in the Ministry, the Managing Librarian must have an advanced knowledge of legal decisions on complex issues and interpret their impact on the research. The Managing Librarian must display excellent organizational, communications and interpersonal skills, with the ability to prioritize requests and work both independently and within a team environment. Research is often conducted with limited information and under significant timelines. Such stressful conditions require the application of significant judgement and diplomacy to ensure the client receives valuable service.

This role is part of the SKM team, which focuses on training, knowledge management and outreach. As such, this position is responsible for leading the process to evaluate the delivery of library services within the context of the Ministry's overall mandate.

The position is the Expense Authority for library operations, and also administers the delivery of various online services for the Branch.

This position manages the Library administrative and technical staff.

ACCOUNTABILITIES

Reference Research

- Provide complex research and reference services for lawyers, paralegals and other library patrons

- Conduct reference interviews with clientele to assist with issue identification and to determine research parameters and strategies

- Evaluate requests for research materials and support; apply experience and best judgement to ensure the reference needs of the Ministry are met

- Manage priorities: rapid changes occurring in the library field require this position to demonstrate adaptability and a willingness to encompass and embrace change

- As the library's senior subject matter expert, provide assistance, advice and guidance to staff and clients of the Library

Management of Collection and Library Resources

- Manage the day-to-day operations and administration of the library, and participate in the strategic planning process for the library and the Branch

- Manage the development of the library collection through review and input to ensure that a high standard of print and electronic resources will be maintained

- Research, select and approve the acquisition of print and electronic research materials for the library and LSB

- Responsible for the ongoing development of the collection of print and electronic materials for the Law Library as well as managing procurement of certain "core" materials for the Ministry of Attorney General

- Maintain and enhance library and branch access to electronic legal materials through various subscriptions
- Manage various contracts associated with the Law Library (e.g. online legal resource services) including selecting, managing, monitoring and evaluating vendor performance

- Develop and manage the relationships with legal publishers and other information providers for the benefit of the Ministry

- Consult, develop and recommend to supervisor and Branch Management Committee (BMC) members strategies to deal with a changing technological environment to ensure the Law Library has the ability to meet its mandate to provide timely and accurate research delivery services

- Monitor and evaluate new legal research products and services in both print and electronic formats

- Acquire material through interlibrary loan and document delivery services

- Forecast budget and provide recommendations and regular budget approvals

- Manage and approve expenditures under the acquisitions budget

Outreach

- Library clientele: provide research services and training in legal research methodology

- Facilitate orientation tours, electronic legal research training sessions and activities to promote library services

Staff Management

- Manage and guide the administrative and technical staff of the Law Library to ensure operational support is efficient and responsive, and all professional and technical objectives are achieved

- Supervise the work and development of staff, including performance management

- Coordinate and provide coverage for colleagues in the library, as required

JOB REQUIREMENTS

- Master of Library Studies degree from a CLA or ALA accredited institution, plus 5 years experience within a library environment; or

- Master of Library Studies degree from a CLA or ALA accredited institution, plus 3 years experience within a law library environment; or

- LLB plus 5 years experience within a law library environment

- Experience supervising staff

- Experience in change management initiatives preferred

- Ability to plan and manage multiple, often complex, projects effectively and independently within time and resource restraints

- Experience in a law library environment strongly preferred

- Knowledge of and experience with electronic legal information, including QL, Westlaw, QPLegalEze

- Experience using computers and the requisite applications, including Internet research tools

ORGANIZATION CHART

Deputy Attorney General

    Assistant Deputy Attorney General

        Legal Counsel: Law, Policy and Strategic Advice

            Legal Counsel: Strategic Knowledge Management, Pos #96658

                Managing Librarian, Classification Under Review, Pos #13276

                    Library Technician, Research, Current Awareness & Finance, CL11, Pos #72531

                    Library Technician, Front Desk, Circulation & Collection Maintenance, CL 11, Pos #9504

POSITION TITLE:	Director of Library and Research Services	POSITION NUMBER(S):	15379
DIVISION: (e.g., Division, Region, Department)	Corporate Services Division		
UNIT: (e.g., Branch, Area, District)	Legal Services Branch	LOCATION:	Victoria
SUPERVISOR'S TITLE:	Director, Corporate Services Division	POSITION NUMBER	
SUPERVISOR'S CLASSIFICATION:		PHONE NUMBER:	250-356-8430
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:		CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

PROGRAM (OPTIONAL)

The Legal Services Branch provides legal advice and services as official legal advisor to government. The Branch performs a central agency role to ensure the administration of public affairs is in accordance with law. The Branch advises on the legislative acts and proceedings of the Legislature; advises ministries on all matters of law; and regulates and conducts all litigation for or against the Crown or any Ministry. The Corporate Services Division of LSB provides administration, finance, information technology, contract administration and library and research services.

PURPOSE OF POSITION

The Director is accountable for the overall management of the Library. This includes the development and implementation of a strategic plan, annual budget and the allocation of resources. The Director ensures the Library fulfils its objectives of providing efficient, responsive research service and support to its clients. The Director provides leadership, direction and supervision to professional and administrative staff.

The Director is the most senior technical expert in the field of library research in the Branch. Additionally, the Director must have an advanced knowledge of legal decisions on complex issues and interpret their impact on the research.

NATURE OF WORK AND POSITION LINKS

This is one of 8 positions reporting to the Director. It functions as the in-house library to the "law firm" of the BC Government, with approximately 400 lawyers in the Criminal Justice Branch, 150 lawyers in the Legal Services Branch, along with legal assistants and articled students, other Branches of the Ministry including the Deputy Attorney General. Using both electronic and print resources, the Library responds to inquiries from BC Government lawyers, policy analysts and other government researchers, located in all areas of the province, in almost all legal practice areas, but with an emphasis on criminal, constitutional and administrative law. This position is responsible for the ongoing development of the collection of print materials, as well as access to electronic legal materials through subscription or acquisition. This position is also responsible for ensuring instruction in the use of legal research materials, both print and electronic, both staff and clients. Delivery of service is complex, and the focus is on timely and accurate research, and keeping abreast of new and changing legal information sources.

Legal Publishers – to monitor new legal research products and services.

Senior legal counsel in Legal Services Branch and in Criminal Justice Branch to answer research questions.

Ministry Lawyers and other researchers – to deliver research and training in legal research methodology.

Library staff – to manage and support the professional and clerical staff of the Library.

Information providers, particularly other libraries – to acquire materials through interlibrary loan or document delivery services, including materials of a non-legal nature.

Library Associations, in particular the Canadian Assn. of Law Libraries – to ensure proper standards of professional development and continuing education.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

To direct research such that a complete fact base of accurate information and documentation has been researched and is made available to Ministry lawyers.

To provide overall leadership and direction to the staff of the Library to ensure all professional and technical objectives are achieved and associated operational support is efficient and responsive.

To manage priorities within the Division which ensure that clients can proceed.

To control all staffing needs of the Division including hiring, training, motivation and, where appropriate, discipline. The Director develops and monitors performance objectives and the standards and measures by which performance will be evaluated. As well, the Director will identify the need for temporary staff and contracted services, defining their objectives and employment scope and ensuring those objectives are successfully met.

To participate on internal and external committees and attend meetings and events as a representative of the Library and /or Legal Services Branch.

30% - Provide direct research and reference services to the clients.

25% - Ensure the delivery of electronic legal information through the provision of appropriate technological infrastructure and the preparation and delivery of training of both Library staff and clients, including the maintenance of the web-based library catalogue and the library intranet site.

10% - Acquire and catalogue library materials according to established Library of Congress subject headings and classification schedules. Acquire reports by published by the Ministry of Attorney General for inclusion in the collection as archival material.

10% - Select and purchase, within budget constraints, relevant print and electronic legal research materials, based on the research needs of the Library's clients, and weed the collection periodically to maintain currency.

10% - Provide the Ministry legal staff with current awareness materials in the areas of case law, legislation and legal journals.

5% - Develop Library policies and procedures, long-range and short-range plans, design and utilize Library space, and evaluate equipment and supplies.

5% - Provide statistical and budgetary information as required by the Director of Corporate Services.

FINANCIAL RESPONSIBILITY

Monitor expenditures under the acquisitions budget of $140,000, using financial information provided by the Standing Order File and expenditure reports from the financial administration staff of Legal Services Branch, with a view to balancing acquisition versus interlibrary loan and document delivery.

Administer subscription agreements with legal information suppliers such as Lexis-Nexis Quicklaw and QPLegalEze, along with the cataloguing software provider, Eloquent Systems Ltd, estimated to be $300,000 annually.

Total Budget $440,000.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	3.5	
Supervises staff through subordinate supervisors		

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role		# of FTE's
Supervises students or volunteers	☐	Provides formal training to other staff	☐	
Lead project teams	☐	Assigns, monitors and examines the work of staff	☒	3.5

SPECIAL REQUIREMENTS

TOOLS / EQUIPMENT

Computers, including internet access.

WORKING CONDITIONS

Occasional travel to CALL/ACBD conference, and to deliver training to LSB and CJB offices, as required.

WORK EXAMPLES

Research requests frequently have very short deadlines, occasionally as short as a court recess period.

COMMENTS

The nature of this position is to be available and responsive to inforrmation requests in a timely way. The work is therefore subject to frequent shifts in focus.

PREPARED BY

NAME:	DATE:	

EXCLUDED MANAGER AUTHORIZATION

I confirm that:		
1. the accountabilities / deliverables were assigned to this position effective: (Date). 2. the information in this position description reflects the actual work performed. 3. a copy has / will be provided to the incumbent(s).		
NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART

(Delete this section if you have attached a graphical organization chart)

Deputy Minister Title
    Assistant Deputy Minister Title
        Director Title, Classification, Position Number
           Manager Title, Classification, Position Number
               Supervisor Title, Classification, Position Number
                  Topic Position Title, Classification, Position Number
                  Peer Position Title, Classification, Position Number
                  Peer Position Title, Classification, Position Number

SELECTION CRITERIA

ALA-accredited Master of Library Studies degree.

5 years of experience within law library environment.

3 years experience in law library administration.

Experience with large client base (i.e. large law firm, or organization)

Knowledge of and experience with electronic legal information.

COMPETENCIES

Candidates must have a demonstrated ability in budgeting, planning and personnel management. As well, candidates must have research experience with strong, analytical, problem-solving and excellent oral, written and interpersonal communication skills. They must have a thorough knowledge of legal information resources, both print and electronic, and a broad understanding of developing information technologies. The successful candidate must have a high level of computer literacy, a strong client service focus, and be an effective teacher. The successful candidate will be dynamic, innovative and creative, with a demonstrated enthusiasm for all aspects of librarianship.

	PROVINCE OF BRITISH COLUMBIA **MINISTRY OF ATTORNEY GENERAL** **BARGAINING UNIT JOB DESCRIPTION**

Ministry:	**Attorney General**	Job Title:	**Job Title: Judges' Librarian**
Branch:	**Superior Courts Judiciary**	Position Number:	**CHIPS#: 10965**
Location:	**Vancouver**	Classification:	**Classification: Librarian 24**
NOC Code:	**5111/01**		
Supervisor's Title:	**Manager, Support Services**	Position Number:	**CHIPS#: 72585**
		Classification:	**Classification: M.L.2**

PRIMARY FUNCTION
To provide and coordinate library services for the Court of Appeal and Supreme Court Judiciary.

JOB DUTIES AND TASKS

1. 40% Plans, develops, organizes and directs the operation of the Judges' library to provide effective legal reference and research services for Justices and support staff of the Superior Courts
    a. provides reports and information and advises the Judges' Library Committee (4 Judges representing the Court of Appeal and Supreme Court) on all aspects of Library operations and services
    b. determines the best use of library facilities and plans for future expansion and requirements
    c. determines policies and procedures to provide for an efficient service through evaluation, consultation with users and modification of existing operations
    d. organizes the collection, including overseeing cataloguing of books, periodicals and judgments using the Moys system, maintaining vertical files and selecting/implementing library equipment and computer systems, such as In Magic
    e. develops the collection through researching sources, consulting with library users and the Library Committee; determines priorities for purchases and uses own judgement to purchase materials; evaluates items for retention or deletion from the collection
    f. compiles budget estimates; manages the approved purchasing budget by authorizing expenditures; approves invoices, records in ledger and forwards to Finance Clerk for payment
    g. prepares annual report on library functions and usage for the Library Committee
    h. coordinates the recruitment of library staff and participates as a member of library staff selection panels

2. 30% Provides reference and legal research services to Justices and support staff of the Superior Courts
    a. maintains a variety of reference materials including reference books, government documents, periodicals, newspaper clippings as well as related indexes, catalogues, files and computerized databases (In Magic; internet)
    b. ensures all files, card systems, indexes and listings are kept current
    c. maintains an extensive knowledge of the collection and its contents, in order to assist patrons locate required materials; keeps up to date on law-related material
    d. assists law clerks, judges and other patrons in the use of library procedures; suggests research techniques and recommends materials and references so they may locate data independently
    e. responds to requests for information available and locates required information using such reference systems as databases and a variety of indexes; accesses, searches and supplies material available from many specialized local, national and international internet sites
    f. accesses other library collections through loans
    g. locates specific citations, case digests, judgments or other materials for Judges under extreme time-pressure, for example, during an unscheduled court recess
    h. researches complex requests and special projects at the request of judges.

3. 10% Supervises staff (1.5 FTE)
    a. supervises staff, including, recruiting and training
    b. plans, assigns and reviews work
    c. sets work priorities and standards
    d. conducts formal appraisals of work performance and takes disciplinary action, if required

4. 15% Directs the provision of an extensive range of library services
   a. provides scanning, clipping and distributing services for newspaper and journal articles in response to anticipated information needs gained through liaison with judiciary staff
   b. prepares acquisition lists and information bulletins for distribution to the judiciary
   c. hires contracted law students to perform annotation services for the collection, directs annotation services and periodically checks the work of law students
   d. promotes the use of library services and orients law clerks, judicial staff and visitors to the library
   e. reads professional publications and liaises with colleagues in the library field through conferences, meetings

5. 5% Performs other related duties as required.

ORGANIZATION CHART
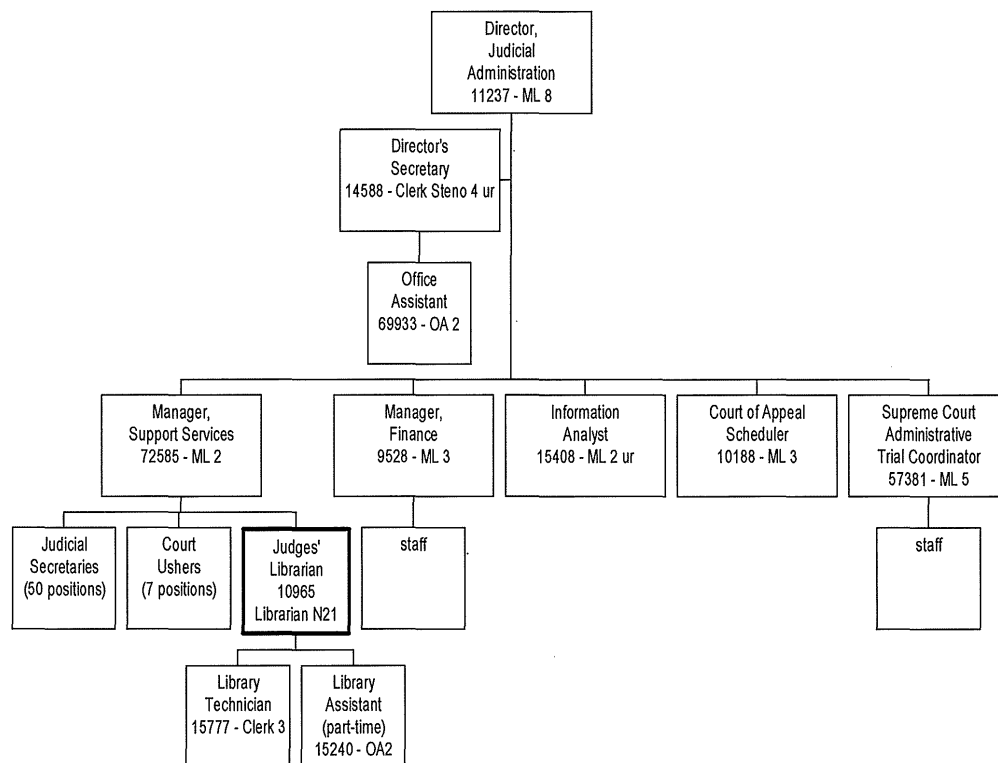
I have read the contents of this job description:

_____   _____   _____
Incumbent's Signature   Name   Date

This job description is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships, as indicated in the preceding organization chart effective _____.

_____   _____   _____
Supervisor's Signature   Name   Date

_____   _____   _____
Excluded Manager's Signature   Name   Date

I am accountable for and approve the salary costs that result from this position's classification:

_____   _____   _____
Spending Authority's Signature Name   Date

This job description is in the appropriate format and contains sufficient data for its evaluation in the Public Service Job Evaluation Plan:

_____   _____   _____
Personnel Officer's Signature   Name   Date

STAFFING CRITERIA

EDUCATION AND/OR OCCUPATIONAL CERTIFICATION:

Graduation from a university of recognized standing with a related Baccalaureate degree, successful completion of MLS from recognized library school, excellent knowledge of library systems and management.

EXPERIENCE AND/OR ACHIEVEMENTS:

At least five years related experience in the management and operation of a law library and the utilization of legal resource materials and systems for legal research purposes.

RATED QUALIFICATIONS:

KNOWLEDGE:

- extensive knowledge of the methods, procedures, principles and practices involved in the administration and operation of a law library system;
- expert knowledge of library operations, systems and services, including specialized services such as annotation.

SKILLS & ABILITIES:

- ability to plan, direct and manage the operations of a specialized legal resource library;
- ability to supervise and train staff;
- ability to assist patrons in use of library collection and systems;
- ability to undertake and assist patrons in legal research and computer research techiques;
- ability to analyze and solve research problems;
- ability to exercise sound judgement in dealing with a variety of administrative and operational matters;
- ability to establish and maintain effective working relationships with senior judicial officials, judiciary staff and other libraries;
- ability to prepare and manage budgets;
- ability to prepare reports, correspondence and library bulletins.

PROVISOS:

- position subject to a security clearance;
- position excluded from union membership.

PREPARED BY:

Excluded Manager's Signature	Name (print)	Date

REVIEWED BY:

Personnel Officer's Signature Signature	Name (print)	Date

TITLE: RESEARCH ADMINISTRATOR

CLASSIFICATION: RESEARCH OFFICER 13

CONTEXT - FOR REVIEW PURPOSES ONLY – PLEASE DELETE THIS TEXT BOX PRIOR TO POSTING

This job profile resides in a program area providing research support services for internal and/or external clients.

JOB OVERVIEW

To provide research support services for a program area by collecting, organizing, analyzing and presenting technical data (i.e. economic and social) from diverse sources for internal and/or external clients.

ACCOUNTABILITIES

Required:

- Responds to information requests by analyzing requirements, assessing time needed to prepare reports and prioritizing work load.

- Conducts searches for economic and social data utilizing various databases and information sources to meet client needs.

- Collects, consolidates and organizes information from numerous data sets and determines the value, reliability and integrity of the information.

- Updates, extracts, manipulates and analyzes data using various computer software packages and presents data in tabular, map and graphic format.

- Gathers background materials by searching files, performing literature searches, scanning the internet and contacting various Government agencies for information.

- Summarizes information and describes numerical and statistical relationships based on published information from a variety of established sources (i.e. Statistics Canada and BC Statistics).

- Produces documents and other materials for publication/distribution.

- Enters data into electronic databases and ensures information is up-to-date and accurate.

Optional Accountabilities: - FOR REVIEW PURPOSES ONLY – PLEASE CHOOSE RELEVANT OPTIONAL ACCOUNTABILITIES AND "CUT AND PASTE" TO THE "REQUIRED" SECTION ABOVE. PLEASE DELETE THIS TEXT BOX PRIOR TO POSTING.

- Identifies costs associated with information/data requests.

JOB REQUIREMENTS
- Secondary school graduation or equivalent.

Career Group:	Job Family:	Job Stream:	Role:	Revised Date:
Policy & Research	Research & Statistics	Applied Research	Technical	July 2011

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- Completion of course work related to research, statistics or program analysis.
- Experience compiling statistical information and conducting data analysis.

BEHAVIOURAL COMPETENCIES

- **Conceptual Thinking** is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.

- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.

Career Group:	Job Family:	Job Stream:	Role:	Revised Date:
Policy & Research	Research & Statistics	Applied Research	Technical	July 2011

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TITLE: RESEARCH ANALYST   CLASSIFICATION: RESEARCH OFFICER 18

CONTEXT - FOR REVIEW PURPOSES ONLY – PLEASE DELETE THIS TEXT BOX PRIOR TO POSTING

The job profile provides research support to others who are responsible for the development of policy and legislation. Typically it reports to an excluded Manager or a more senior Research or Policy Analyst and requires knowledge of the principles of research and analysis acquired through formal post-secondary course work.

JOB OVERVIEW

To conduct research and analysis of issues to support policy analysis, policy advisory services and evaluation of issues impacting the Ministry's business.

ACCOUNTABILITIES

Required:

- Provides research, statistical and analytical services by estimating timelines, selecting research methodology, determining resource requirements, providing advice, preparing reports and forwarding results to the Manager for review.

- Conducts research using established methodologies and techniques such as surveys, data reduction, scaling and literature reviews.

- Identifies and collects qualitative and quantitative data from established information sources such as BC Stats or pursues new information sources relating to relevant issues.

- Reviews and verifies the value and accuracy of information, and defines relationships, differences and anomalies in information sources.

- Conducts information analysis involving demographic, economic, social, political and risk related factors and identifies emerging issues, trends and/or implications.

- Reviews and interprets research studies in order to produce summary reports and conclusions.

- Coordinates, collects, stores and maintains electronic data using statistical and database software packages.

- Contributes content to the development of strategic plans, meeting backgrounders, notes for the Minister, and Cabinet submissions.

- Develops descriptive reports and presents diverse issues using statistical summaries, fact sheets, discussion papers and briefing notes that are subject to review by the Manager.

- Participates in joint projects with stakeholders, inter-ministry partners, and consultants by attending planning meetings, documenting project plans, gathering information and preparing summary reports.

- Prepares follow up information in response to inquiries and requests for information requiring detailed research, analysis and interpretation of program/ministry issues.

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JOB REQUIREMENTS

- Diploma in a discipline related to the field of research or the business area, or equivalent.

- Experience conducting research and analysis of issues to support the development of policy or the evaluation of programs.

- Knowledge of research methodologies and techniques.

Optional Job Requirements: - FOR REVIEW PURPOSES ONLY – PLEASE CHOOSE RELEVANT OPTIONAL JOB REQUIREMENTS AND "CUT AND PASTE" TO THE JOB REQUIREMENTS SECTION ABOVE. PLEASE DELETE THIS TEXT BOX PRIOR TO POSTING.

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry **(Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position)**.

BEHAVIOURAL COMPETENCIES

- **Conceptual Thinking** is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.

- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.

FOR REVIEW PURPOSES ONLY – SUGGESTED COMPETENCIES LISTED ABOVE COMPLEMENT THE REQUIRED ACCOUNTABILITIES FOR THIS JOB PROFILE. CORE PUBLIC SERVICE COMPETENCIES OF TEAMWORK AND COOPERATION, SERVICE ORIENTATION AND RESULTS ORIENTATION CAN ALSO BE USED. FOR A COMPLETE LIST OF COMPETENCY DESCRIPTIONS SEE Index.

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TITLE: RESEARCH ANALYST

CLASSIFICATION: RESEARCH OFFICER 21

CONTEXT - FOR REVIEW PURPOSES ONLY – PLEASE DELETE THIS TEXT BOX PRIOR TO POSTING

Research is defined as the investigation, analysis and interpretation of information to reach new or revised conclusions or facts.

Research duties and skills are generic in that they can apply to any program area or sector. Job profiles where the knowledge requirement is more program or discipline (i.e. finance) related are not intended to be covered by this profile. Job profiles focussed more on performance management, program review or policy development can be found elsewhere.

JOB OVERVIEW

To respond to information needs by developing and conducting qualitative and quantitative research and communicating conclusions and recommendations through briefings, presentations, and various data and information reports.

ACCOUNTABILITIES

Required:

- Drafts research plans and strategies that use valid statistical/mathematical concepts, models and simulations.

- Adapts and incorporates appropriate methodologies of data analysis.

- Develops instruments/tools incorporating statistical/economic/mathematical concepts, models and simulations.

- Identifies, creates and incorporates data sets and/or access tables, and new sources of data, including determination of currency, validity and feasibility.

- Identifies limitations and variations of base data.

- Designs and conducts statistical surveys.

- Analyses and synthesizes data from various sources to identify impacts, potential outcomes and risks.

- Conducts various types of analyses such as trend, cost benefit, comparative, statistical, and economic.

- Develops conclusions and recommendations and tests reliability.

- Prepares financial, statistical, narrative and analytical reports.

- Prepares flow charts, fact sheets, discussion papers, briefing notes and correspondence.

- Prepares and participates in briefings for senior executive and stakeholders.

- Identifies the need for additional studies or different methods of analysis.
- Provides evaluation advice on research methods, sampling techniques, questionnaire design, data analysis and other evaluation processes.

Optional Accountabilities: - FOR REVIEW PURPOSES ONLY – PLEASE CHOOSE RELEVANT OPTIONAL ACCOUNTABILITIES AND "CUT AND PASTE" TO THE "REQUIRED" SECTION ABOVE. PLEASE DELETE THIS TEXT BOX PRIOR TO POSTING.

- Identifies and develops measures, indicators, and targets for performance management and accountability activities.
- Conducts analysis to support strategic planning and policy development initiatives.
- Provides direction to other staff or contracted resources as a team lead including assigning work and monitoring performance.
- Manages contracted resources including writing and monitoring deliverables, negotiating and awarding contracts, and certifying satisfactory performance.
- Manages projects including developing project proposals, drafting business cases and cost benefit analyses, defining deliverables, recommending procurement of contracted resources, developing project plans and implementing monitoring measures.

JOB REQUIREMENTS

- Bachelor's Degree in statistics, mathematics or social science field, or equivalent.
- Experience in data analysis and conducting qualitative and quantitative research.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry **(Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).**

BEHAVIOURAL COMPETENCIES

- **Conceptual Thinking** is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.

- **Impact and Influence** is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

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Career Group:	Job Family:	Job Stream:	Role:	Revised Date:
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TITLE: RESEARCHER   **CLASSIFICATION: RESEARCH OFFICER 24**

CONTEXT - FOR REVIEW PURPOSES ONLY – PLEASE DELETE THIS TEXT BOX PRIOR TO POSTING

Research is defined as the investigation, analysis and interpretation of information to reach new or revised conclusions or facts.

Research duties and skills are generic in that they can apply to any program area or sector. Positions where the knowledge requirement is more program or discipline (i.e. finance) related are not intended to be covered by this job profile. Job profiles focussed more on performance management, program review or policy development, can be found in elsewhere.

Job profiles at this level function with greater independence than lower level Research Officers, and design and complete larger, more complex projects of higher profile, represent and defend their research at senior levels and lead the work of other analysts /researchers/contractors performing or supporting components of projects.

JOB OVERVIEW

To support program and/or policy development goals through the development and delivery of research studies, and communication of findings through various forums including working groups, committees, and Treasury Board briefings.

ACCOUNTABILITIES

Required:

- Participates in management/executive planning sessions to formulate objectives and explore possible research projects/studies to support program and/or policy goals.

- Develops research plans and strategies using valid statistical/mathematical concepts, models and simulations.

- Leads the work of project teams, consultants, staff and/or students in the completion of research projects or data development and analysis components including providing feedback on performance.

- Designs, adapts and incorporates appropriate methodologies of data analysis.

- Develops instruments, tools models and simulations that incorporate statistical, economical, and mathematical concepts.

- Performs or oversees the identification, creation and incorporation of data sets and/or access tables, and new sources of data.

- Determines currency, validity and feasibility, and identifies limitations and variations in data.

- Designs, conducts or oversees the development statistical surveys.

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- Conducts various types of analyses (i.e. trend, cost benefit, comparative, statistical, and economic) to identify impacts, potential outcomes and risks.

- Develops or reviews conclusions and recommendations and tests reliability.

- Prepares or manages the preparation of various reports, flow charts, fact sheets, discussion papers, briefing notes and correspondence.

- Designs and delivers briefings to senior executive and stakeholders.

- Participates in Treasury Board and/or Cabinet Briefings.

- Represents program area or ministry on working groups and committees.

- Defends conclusions and recommendations to other ministries, external agencies and/or stakeholders where there is conflicting information and conclusions.

- Provides advice on research methods, sampling techniques, questionnaire design, data analysis and other evaluation processes.

Optional Accountabilities: - FOR REVIEW PURPOSES ONLY — PLEASE CHOOSE RELEVANT OPTIONAL ACCOUNTABILITIES AND "CUT AND PASTE" TO THE "REQUIRED" SECTION ABOVE, AND DELETE THIS TEXT BOX PRIOR TO POSTING

- Leads or participates in stakeholder consultation on policy development initiatives.

- Identifies and develops measures, indicators, and targets for performance management and accountability activities.

- Supervises staff including the assignment of work, development and evaluation of performance goals (EPDPs) and approval of leave.

- Manages contracted resources including writing and monitoring deliverables, negotiating and awarding contracts, and certifying satisfactory performance.

- Manages projects including developing project proposals, drafting business cases and cost benefit analyses, defining deliverables, recommending procurement of contracted resources, developing project plans and implementing monitoring measures.

JOB REQUIREMENTS

- Bachelor's Degree in statistics, mathematics, public or business administration or social science field, or equivalent.

- Experience in designing and conducting qualitative and quantitative research.

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry **(Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).**

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BEHAVIOURAL COMPETENCIES

- **Conceptual Thinking** is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.

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