

# Legal Researcher (Information Governance)

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## Job Description

BC Hydro's Freedom of Information Coordinating Office is currently looking for a Legal Researcher Freedom of Information to join our team in Vancouver for a 6-month position starting on April 1, 2024.

The Legal Researcher will conduct legal research; support the development of relevant compliance processes, policies, standards, and initiatives; and support daily activities relevant to the records compliance program.

This is also great opportunity to gain exposure in various areas of Information Governance, including Privacy, Access to Information, Records & Information Management, and Legal Discovery.

Who we are we looking for:

- Proficient at conducting research into legal, statutory, and regulatory records-related compliance matters.
- A self-starter who will use initiative to support departmental initiatives and relevant programs.
- Solution-oriented and able to work well within a team, as well as independently in engaging directly with other BC Hydro departments and external counsel as needed.
- Excellent written and verbal communication skills.
- Detail oriented with excellent ability to multi-task, prioritize, and organize.
- Experience working in a team environment and interacting with business, engineering, financial and other professionals.

## Your Duties

Under the direction of the Information Governance Manager, the role will be responsible for:

- Conduct statutory, regulatory, and secondary sources research for the identification of relevant recordkeeping and compliance obligations.
- Identifying regulatory, legislative, and professional retention requirements and collaborate with business areas to identify operational retention requirements.
- Provide support for the collection, preservation of responsive information as part legal matters and investigations.
- Support the development of relevant standards, procedures, and guidelines.
- Contributing to and maintaining the corporate records retention schedules.

- Conducting research on the latest information governance and information management and compliance trends.
- Developing and maintaining online information governance resources (e.g., internal websites, etc.).
- Act as a subject matter expert and provide support and guidance to all business areas.
- Other information governance tasks as assigned.

## Your Qualifications

- Experience in conducting legal research (experience working with QuickLaw or CanLII and/or researching recordkeeping requirements is an asset).
- Experience working with all stages of the information management lifecycle, from creation to disposition, in a variety of types and formats.
- Experience developing information classification systems (e.g., Business Classification Schema), recordkeeping metadata standards, file plans and business glossaries.
- Experience identifying and managing records critical to the continued operation of the organization during and after a disruption.
- Experience identifying and managing records of long-term preservation value or of a historical significance.
- Familiarity with industry practices, records management standards (e.g., ISO 15489, and ISO 30300 series) and metadata standards (e.g., the Dublin Core Metadata Initiative and ISO 23018).
- Experience with web page design and publishing.
- Knowledge of information management and legal discovery theories, principles, standards, and methodologies.
- Experience working in an information or recordkeeping environment.
- Experience in developing record retention and disposition schedules.
- Experience in a regulated utility industries is an asset.
- Knowledge of records management principles in the legal setting would be an asset.

## Education

Ideally suited for an individual with a post-secondary degree in the following areas of study (completed or in progress):

- Archival Sciences
- Library Sciences
- Information and Records Management
- Public Administration
- Paralegal
- A related discipline in combination with previous experience in records and information management

## Hours, Wage, Work Location, and Assignment

- The position is planned for 37.5 hours a week, but this can be adjusted as needed.
- Wage is \$50/hour.
- This is a partial remote role. It is based at 333 Dunsmuir Street, Vancouver, with an expectation of being at least 2 days in the office per week.
- The work assignment will start at 6 months and may be extended.

## Applications

- Interested individuals should send a brief cover letter and resume to [stefan.andretti@bchydro.com](mailto:stefan.andretti@bchydro.com) by March 18, 2024.
- While we appreciate applications from all individuals, only those who are considered to meet the position requirements will be contacted for an interview.