Public Utilities Board
NEWFOUNDLAND & LABRADOR

Employment Opportunity

Information Management Analyst

St. John's, NL

The Board of Commissioners of Public Utilities (Board) is an independent, quasi-judicial regulatory body operating in the province of Newfoundland and Labrador with responsibilities related to the regulation of public utilities, automobile insurance rates, petroleum products pricing, and motor carrier licensing.

Under the direction of the Board Secretary, the Information Management Analyst will be expected to:

- Develop, implement, update, administer and monitor information management programs, protection policies and procedures for the Board.
- Work with the Board management and staff to ensure the integration of information management and implementation of best practices into office operations and work flow.
- Provide training, as well as information and assistance, to employees on matters related to information and record-keeping processes and procedures.
- Coordinate the organization of both paper and electronic records, including record disposal.
- Maintain the Board's internal operational records and its records associated with regulatory proceedings.
- Provide quality assurance checks for various regulatory filings.
- Establish workflow management practices to support the management of regulatory filings and the development of Board decisions.
- Coordinate requests for information under the Access to Information Protection of Privacy Act (ATIPPA).
- Under the direction of the Board Secretary and the Board, perform ad-hoc duties such as assisting with hearings and other administrative aspects of the Board's regulatory agenda.

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Education and Experience

- Formal education in business administration, information management and/or records management.
- A minimum of 5 years experience in document/record management (experience working within a regulatory environment would be an asset)
- Knowledge and working experience in using Content Manager (CM) or HP Records Manager (HPRM).
- Knowledge and understanding of Access to Information and Protection of Privacy (ATIPP) practices, standards and regulations.
- Experience using Microsoft products such as SharePoint, PowerPoint, Word and Excel would be an asset.

Skills

The ideal candidate will have:

- Excellent communication skills, both written and oral.
- Excellent analytical, problem solving and critical thinking skills.
- Detail oriented, efficient and effective project management skills.
- Good interpersonal skills and the ability to work well as a part of a team and independently.

The Board offers an attractive compensation package that includes a competitive salary, comprehensive health and dental benefits and pension plan in line with the Government of Newfoundland and Labrador.

The salary range for this position is $62,824 to $78,530 depending on the level of the experience of the candidate in records management as well as knowledge of the utility, automotive insurance and petroleum products pricing, regulatory environment.

The Board values diversity in the work place and is an equal opportunity employer. We invite applications from all qualified individuals.

Applications will be received in confidence. If you are interested in joining the Board's professional and dedicated team, we welcome your application by email to jobs@pub.nl.ca before 3:00 p.m., November 15, 2026.

Please take note that only those applicants selected for an interview will be contacted.