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As a Senior Records Coordinator you will manage and administer OPB's corporate records management program by providing guidance and direction to staff on records management policies and controls. You will provide group leadership to the records staff by coordinating and scheduling work assignments, setting priorities and objectives, performing quality checks to ensure standards are being met, training new staff to the unit, and providing performance feedback by identifying issues and providing mentoring and coaching. You will research best practice and conduct legislative reviews and assessments of current practices to establish and implement new policies and procedures and to ensure compliance with legislative requirements. You will be responsible for overseeing the review of records management practices in the various business units to ensure standardization, conducting staff training sessions, writing communication pieces to enhance staff understanding of records management issues and practices, and developing and recommending records security systems.

**Qualifications:** An advanced university education in Library Science, Records Management or an equivalent combination of education and experience in records management practices and methodologies. You have experience with the development and maintenance of file classification plans, records and forms management principles, concepts, practices, as well as knowledge of legislative requirements relating to records and records management. You have expertise in providing group leadership in a records/client support services environment and well demonstrated organizational and time management skills to plan, assign, monitor and assess work load levels and employees' technical abilities. Your strong communication skills are required to manage and resolve issues with staff and are complemented by your ability to build a strong

To apply for this position please send your resume quoting File Number 04/09 by April 8, 2009 to:

ONTARIO PENSION BOARD, Human Resources Section  
200 King Street West, Suite 2200, Toronto, ON M5H 3X6  
e-mail: [hr@opb.ca](mailto:hr@opb.ca) fax: (416) 364-9094

We thank all applicants; however, only those selected for an interview will be contacted.  
[www.opb.ca](http://www.opb.ca)