

EMPLOYMENT OPPORTUNITY

Records Archivist (Regular / Full-time)

HSA is committed to recruiting and retaining diverse staff and encourages people who experience marginalization (including but not limited to Indigenous Peoples, racialized/people of the global majority, women, people with disabilities, 2SLGBTQIA+, gender diverse, newcomers, and diverse faiths) to apply for career opportunities within our organization.

HSA recognizes the efforts of our employees and is committed to excellent compensation, superior benefits, and ongoing recognition to maintain work/life balance.

WHO WE ARE

The Health Sciences Association of BC (HSA) is a dynamic union delivering modern health care to British Columbians. HSA represents more than 23,000 health science and community service professionals at over 265 hospitals and agencies in acute care, long-term care and community health across the province. In addition to negotiating collective agreements for its members, HSA works to preserve and promote public health care in Canada through campaigns and affiliations. For more information about HSA, please visit our website at hsabc.org.

WHAT WE ARE LOOKING FOR

HSA is looking for an experienced individual to fill a permanent full-time position of Records Archivist in the Legal Services at its office in New Westminster, British Columbia.

Under the supervision of the Membership Services Coordinator – Legal, the Records Archivist develops an advanced understanding of the history and the current state of the HSA records system.

The Records Archivist will utilize their education, experience, skills, and advanced knowledge of the HSA system to modernize the Records Department with innovative ideas and processes using best practices and available technology.

DUTIES AND RESPONSIBILITIES

- Develop and present a working model for a best practice archive system.
- Suggest a range of possible in-house or external data systems solutions based on resources available to HSABC.
- Create best practice workflow processes for HSABC staff to operationalize the project.
- Develop evaluation methods for HSABC to vet outcomes of the project and troubleshoot.
- Maintain records in accordance with HSA's legal obligations and operational requirements.
- Maintain and seek to improve HSA's maintenance and retention of records.

- Take a lead role in obtaining records when required by staff and/or in response to Court Orders and PIPA requests.
- Maintain up to date knowledge of the legal requirements in regard to the retention and protection of records.
- Such other duties as required to ensure the proper creation, maintenance, and retention of records.
- Provide education and/or training to other staff in the creation, retention, and retrieval of records.

QUALIFICATIONS & REQUIREMENTS

- A degree in Library Sciences or a related field
- A proven track record in archival work with a minimum of five years' experience
- Advanced knowledge of systems and technologies used in records management
- Demonstrated understanding of and ability to apply privacy legislation requirements
- Ability to work with a diverse set of organizational needs
- Ability to work collaboratively with all levels of the organization
- Ability to organize and prioritize multiple tasks and strong attention to detail is required
- Demonstrated ability to research and solve problems
- Ability to take direction and to work independently with minimal supervision
- Ability to identify, initiate, manage and follow through with projects
- Outstanding written and oral communications skills
- High attention to detail

Salary Range: \$85,419.36 annually, based on a 36-hour work week as per the HSASU/HSA Collective Agreement. In addition to a competitive salary, HSA offers a generous total compensation package that includes extended health and dental benefits, life insurance, income protection, pension plan, wellness and Employee Assistance programs, commuting support, and educational opportunities. Please note that eligibility is based on employment status.

HOW TO APPLY

If you are interested in applying for this opportunity, please email your cover letter and resume outlining how your qualifications meet the position requirements to hr@hsabc.org, referencing posting number **LGL-RA-R0725** and position title in the subject line.

Closing Date: December 7, 2025

No phone calls please.

We thank all applicants for their interest and advise that only those shortlisted will be contacted.