

Ontario Energy Board

Regulating Ontario's electricity and natural gas sectors

People Culture and Business Solutions division is responsible for ensuring that the organization has the capacity, skills and resources needed to execute on the OEB's mandate and strategy. The division's responsibilities include Human Resources, Finance, Information Technology, Organizational Development, Procurement and Facilities.

The **Information & Information Technology (I&IT) department** is responsible for developing, implementing and maintaining business applications systems, data, and technology that supports the OEB's mandate, vision and business plan. I&IT is focused on providing efficient and effective services, enabling the OEB to serve the public through regulation of the electricity and natural gas sectors in Ontario, and providing excellent customer service to all stakeholders, including management and staff, energy sector participants, government, the public and vendors. Integrity and security of information, through effective information management practices is a cornerstone of how the department operates.

We are currently seeking an energetic individual to join our team and to assist the OEB in achieving its vision of protecting the long term integrity of the province's energy system so that Ontarians today and tomorrow have access to reliable energy at a reasonable cost.

Web Production Assistant

Job Code WPA001

1 Full Time Temporary Position (12 months)

Position Overview:

Reporting to the Director, Information & Information Technology, you will be responsible to provide technical services in the development, production, and maintenance of the OEB's public and internal websites. The incumbent assists with project implementations and other system support including Helpdesk Incident Resolution.

- **Website Development & Maintenance** - develops, designs and maintains the OEB's public websites, and assists in the production and maintenance of the internal website, ensuring content is consistent, up-to-date and meets the standards set out by the OEB. Facilitates external support for requirements, such as web coding and other online development. Performs regular intranet postings and page development to ensure all employees are informed and have access to important Board information.
- **Website Planning** - Prepares reports on the external website, evaluating the number of visitors and types of visits, and identifying trends and emerging issues. Identifies new tools/software available to improve upon the OEB's online communications efforts. Liaises with employees on the effective use of the web and electronic communications.
- **IT Projects, Development and Helpdesk Support** - Investigate and Resolve IT Incidents. Assists in developing solutions using "Common Off The Shelf" (COTS) software. Participates in supporting initiatives related to CRM & Records Management software. Provide assistance with monitoring operational and other planning activities; and carrying out various IT related tasks as assigned.

The Information and Information Technology department succeeds by bringing out the best in its people. If you enjoy working with a group of professionals dedicated to putting the consumer first and enjoy working co-operatively with stakeholders to help build and sustain public confidence in Ontario's natural gas and electricity sectors, you'll enjoy being a member of this team.

Minimum Qualifications and Experience:

- Undergraduate Diploma or Degree in computer science, engineering or programming is required
- Minimum 6 months' experience in a similar role, and preferably 2 years, performing website and software development.
- Proven proficiency in Adobe Dreamweaver, graphic design software, MS Office Suite. Experience with HTML, CSS, JavaScript and general website maintenance.
- Knowledge of website content management systems (e.g. Drupal) and other dynamic web applications.

Core Competencies:

- Accountability to produce high-quality work, in a timely manner
- Adaptability to work effectively in a variety of situations and with various individuals or groups
- Excellent customer service skills (internal and external customers)
- Ability to collaborate with others in a team environment
- A commitment to professional development and continuous learning
- Effective communication and interpersonal skills
- Shows initiative by being proactive and achieving goals
- Strong planning and coordination skills in order to execute activities
- Good problem solving and analytical skills

Preference will be given to candidates who meet the minimum requirements above. For more information about the Ontario Energy Board, please visit our website at www.ontarioenergyboard.ca.

To Apply:

If you would like to explore this exciting opportunity, please e-mail your resume, in confidence, by **Tuesday, February 14, 2017** to careers@ontarioenergyboard.ca. When applying, please quote **Posting #521** and the **Position Title** of the position you are applying for in the subject line of your e-mail.

Please note: Qualified candidates who are not successful may be considered to fill vacancies for the same job code over the next six months

The OEB is an equal opportunity employer. Accommodation is available under the Ontario Human Rights Code. Should you require accommodation, please advise the Human Resources department of your preferred method to be contacted in your application.

We appreciate the interest of all candidates and regret that only those candidates under consideration will be contacted.