



## **Analyst, Information Technology**

The Canada-Nova Scotia Offshore Petroleum Board (CNSOPB) is in Dartmouth, Nova Scotia, and is the independent joint agency of the Governments of Canada and Nova Scotia responsible for the regulation of petroleum activities in the Canada - Nova Scotia Offshore Area. Governments have announced their intent to expand our mandate to include the regulation of offshore renewable energy development in the Canada-Nova Scotia Offshore Area.

The Analyst, Information Technology, is responsible for: supporting the CNSOPB's information technology (IT) systems. This may include but not limited to, hardware and software for all servers and workstations, network administration, technical communications, and audio visual.

### **The responsibilities include:**

- Information Systems Administration – Support and Administration of Windows Servers.
- Administer and support the CNSOPB's Information Management System Software – Documentum (production servers, test servers, SQL database).
- Network Infrastructure (Installing/Maintaining Switches, Terminating Ethernet Ports and Panels).
- Network, server maintenance/upgrades for the Petrel Geoscience Software Suite (Window Servers, 10 GB network switches, storage array, and client workstations).
- Consult and advise on external information technology/ information management solutions to ensure they align with CNSOPB processes and policies.
- Provide hardware/software support, for all servers, desktops, and users. Troubleshoot, resolve problems, and install hardware/software upgrades.
- Configure user workstations (build user profiles, setup network drives, configure mail account, setup printers, and application profiles).
- Administer and support Workspace One cloud technologies. Manage devices and provide remote support utilizing the Workspace One tool.
- Support audio visual requirements for internal and external functions.

The successful candidate will possess the following qualifications and competencies:

- University Degree, College Diploma or Certificate focusing on Information Technology
- 5 to 7 years of experience
- Network administration
- Windows 10 and 11 desktops
- Microsoft 365 and Windows Servers
- Workspace one
- Knowledge of Networking Switches/routers, UPS's and networking printers
- Strong project management, researching, problem solving and organizational skills.

Compensation: Commensurate with qualifications.

Applications will be marked confidential and must be submitted to:

Tara Jennings, CPHR  
Advisor, Audit, Evaluation & Human Resources

Canada-Nova Scotia Offshore Petroleum Board  
27-201 Brownlow Avenue  
Dartmouth, NS B3B 1W2

Telephone: (902) 422-5588  
Email: [tjennings@cnsopb.ns.ca](mailto:tjennings@cnsopb.ns.ca)  
URL: [www.cnsopb.ns.ca](http://www.cnsopb.ns.ca)

**Please submit all applications by: June 17, 2024**

*CNSOPB is committed to employing staff who are representative of the diverse community we serve. If you are a member of one or more of the following designated groups, you are encouraged to self-identify on your cover letter or resume: Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented.*

*The CNSOPB thanks all applicants for their interest; however, only those applicants selected for an interview will be contacted.*