

Joint venture companies



Job Title: Sr. Technical Document Controller

Location: Calgary

There's never been a better time to be working with LNG Canada.

Why? We are Canada's first liquified natural gas (LNG) export facility, underpinned by safety, continuous improvement, quality execution, ethics, and compliance. Our facility will provide the world with lower carbon, made-in B.C. LNG.

This is your opportunity to be part of history, in an environment that will challenge you to apply all your skills, and where you can learn with a diverse team of highly experienced industry professionals and mentors.

With gratitude and respect LNG Canada acknowledges our facility and will be operated in the traditional territory of the Haisla Nation. We also gratefully acknowledge the First Nations in our project area and along our shipping route.

LNG Canada maintains a healthy, respectful, and safe environment for all our employees, contractors, partners, and communities. Protecting our people, community and our operations is our top priority. We're proud to be the catalyst for a thriving new energy sector, which sets the benchmark for economically, environmentally, and socially responsible LNG production.

Our Vision: To be the leading LNG export company in British Columbia and the world.

Our Mission: To set the benchmark for economically, environmentally, and socially responsible LNG development in Canada.

Our Values: Respect, collaboration, integrity, and safety.

Come join the team making Canadian history!

About the Role

You have a passion for defining and implementing effective Document Management in large scale assets? Then this is a great opportunity to join a diverse team delivering business processes and solutions designed to ensure the accuracy and integrity of data at the heart of our Company.

You have the technical knowledge and experience to understand the engineering documentation that is typically used in Oil and Gas industry. The integrity and timely availability of the information will contribute to LNG Canada protecting our people, equipment, and environment . Sharing your experience and knowledge with your team members located in Kitimat will also be essential for the department success.

You will work as part of the LNG Canada IM/IT organization and will be reporting to ASSET IM lead. You will be responsible for establishing and maintaining the Asset Document Management solutions. This role covers a range of activities and is focused on preparing the organization for maintaining Asset information throughout brownfield projects and general modifications that will occur in the Operations phase.

To succeed with us in IMIT, we need your enthusiasm to:

- Demonstrate personal commitment to HSSE.
- Display a strong positive attitude to manage change and improvement in our processes, ways of working and our overall performance.
- Develop strong working relationships with your team, stakeholders to boost co-operation and a One Team approach.
- Use your ability to utilize flexible thinking with well-developed problem-solving skills.
- Courage to hold strong to views when challenged or challenging others.

You will use your expertise to:

- Develop Asset Document Control and management specifications, standards, and procedures in accordance with LNGC Facility constraints.
- Development and embedment of Concurrent Engineering processes.
- Writeup IM Sections into Contracts being awarded for Asset Contractors.



- On-board Contractors with respect to Information Management guidelines in Contract
- Support Asset IM lead in day-to-day operations.
- Coordinate receipt and acceptance of information to be handed over to stakeholders in accordance with Asset information specifications.
- Maintain awareness and understanding of the maintenance management system and assist in the coordination of associated information/data requirement.
- Ensuring that various disciplines in the brownfield project environment and associated modification scopes follow defined IM standards, procedures, and specifications.
- Work as part of team delivering digitalisation initiatives to identify and deliver new and innovative ways of working by leveraging technology.
- Identify and coordinate transition of brownfield project phase deliverables which include 1D documents and drawings, and 2D/3D design tools data to the Asset Digital Twin.
- Support the verification of the Asset Hierarchy Master/Asset Register and ensure delivery to the Asset's Data Warehouse.
- Ensuring Contractor(s) adherence to Company defined Specifications and Procedures (timely delivery, quality assurance, Company reviews); updating as required based on agreed Contractor(s) clarifications.
- Working in a highly virtualized environment with customers and stakeholders in many locations.
- Mentoring various disciplines on the Asset to ensure they follow the information specifications, standards, and procedures.
- Drive improvements within Document Control and broader IM scope through leadership, standards, behaviours, and innovation using IM solutions.
- Support Plant change in accordance with Management of Change Process by configuring ASSAI/AVEVA to progress information being modified.
- Primary contact for advice and guidance for the IM Compliance Focal Points
- Keep the records management procedures and processes updated and communicate changes/updates to the IMCFP.
- Provide guidance and support for the IMCFP in all aspects of records compliance such as identification, labelling, retention, and disposition. Hold training and guidance sessions as needed.
- Develop and run compliance reports and provide updates to IMCFPs and IM lead.



- Liaise with Learning and Development to ensure training courses are in line with latest developments in LNGC records processes.
- Liaise with application owners, IRM focal points, IMCFP, and IM Manager to ensure compliance with the records file plan within the various applications.
- Identify and escalate non-compliant applications to IMIT Manager and/or IRM Manager as required.

To be successful, you will have:

Qualification:

- A university degree in Engineering, Science, or Information Technology or equivalent.

Technical Skills & Experience:

- 10 years of experience in this field is essential with Substantial experience in Information Management in Capital Projects and Asset
- Experience in developing Asset Document Control and Management standards, specifications, procedures specific to local Asset Operations.
- Administrative work experience with Engineering Data warehouse (EDW) – AVEVA support, configuration and managing datasets with Facility need.
- Administrative working experience with Document Management Systems – ASSAI to support configuration and managing datasets for MOC and Brownfield scopes.
- Working knowledge in handling and maintaining Reference Data Materials for Document Control and Engineering Data Warehouse Applications.
- Hands on experience in supporting SharePoint administration, user directory management.
- Knowledge of report building using Power BI and or equivalent and data manipulation using excel or equivalent tools.
- Working experience of migrating tools, performing UATs on new release/updates/customizations on EDW/EDMS tools.
- Awareness of Engineering 3D Design Systems (AVEVA PDMS/E3D, SmartPlant S3D)
- Awareness of Aconex (Construction Project Management Software) and McLaren Document Control Solutions.
- Experience on Engineering Equipment Tagging, Numbering and Naming Conventions.

- Knowledge of Records Management principles and implementation methods.
- Results oriented person who naturally looks for opportunities and new challenges.
- Prioritizes action and collaboration to achieve goals quickly.
- Acute level of customer-focus and ability to leveraging stakeholder engagement.
- Skill in written and oral communications.
- Continuous Improvement focus – Learner Mindset.
- Ability to work to project deadlines while under pressure.
- Experience working with a geographically diverse team.

This role requires that you:

- **Be legally entitled to work in Canada (i.e., by way of Canadian citizenship, permanent residency, or valid work permit)**
- Work hybrid work schedule with a minimum of 2 days of week in the office in Calgary.
- Some planned travel to Kitimat, BC that would require overnight stays.

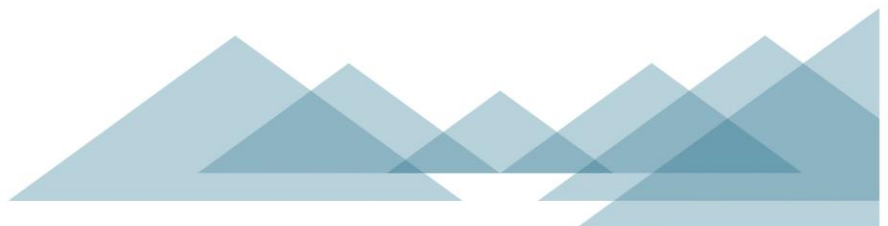
We Offer:

- A Comprehensive LNG Canada relocation package (if required)
- A full suite of benefits including a flexible Medical and Health plan.
- A Defined Contribution Pension plan with a matching program
- A competitive vacation offering to ensure a work life balance.

About Us:

LNG Canada is a joint venture comprised of Shell Canada Energy (40%) and affiliates of Petronas (25%) PetroChina (15%), Mitsubishi Corporation (15%) and Korea Gas Corporation (5%). The joint venture is building a liquefied natural gas (LNG) export facility in Kitimat, British Columbia.

LNG Canada sets out to be a company of choice for British Columbia and Canada. Safety, shared economic value, environmental performance and social



performance are our highest priorities. We have partnered with governments, local communities, and First Nations to maximize shared value.

Do you have a desire to learn and become part of an organization with a supportive and collaborative culture? Concerned you don't meet every job requirement? Studies show diverse candidates are less likely to apply unless they feel they meet every single qualification. LNG Canada hires for character and trains for skill. We're dedicated to attracting a diverse and inclusive workforce, representing the communities in which we live and work. We encourage you to apply today.

