



OFFICE OF THE
INFORMATION &
PRIVACY COMMISSIONER
for British Columbia

Protecting privacy. Promoting transparency.

Job Posting:

Case Review Officer

Band 1

Salary up to \$75,400.00

Victoria, BC

Apply your client service and conflict resolution skills while enhancing your knowledge and expertise in the area of information access and privacy.

As a Case Review Officer you will provide the first point of contact for individuals, public bodies and organizations with complex questions or issues regarding the *Freedom of Information and Protection of Privacy Act* (FIPPA) and the *Personal Information Protection Act* (PIPA). Case Review Officers are also the first point of contact for individuals who wish to make a privacy complaint against a public body or organization or request a review of an access decision under FIPPA and PIPA. You will also interview and assist individuals to navigate the complaint or review process. This includes determining if the complaint or review falls within the jurisdiction of the Office of the Information and Privacy Commissioner (OIPC). As a Case Review Officer you will have delegated authority to make decisions regarding time extensions requested by public bodies, to investigate time extension complaints, and to monitor privacy breach complaints.

Qualifications:

This opportunity may be of interest to those individuals who possess:

- University degree in a related field (e.g. Public Administration, Political Science, Law, etc.)
- Minimum of 1 year of experience providing intake services or addressing complaints or inquiries from members of the public, including performing assessments of client needs, identifying appropriate actions, and/or preparing written summaries.
- Preference may be given to those who have recent¹ experience regularly interpreting and applying FIPPA and PIPA and related regulations.
- Preference may be given to those who have experience applying the principles of administrative fairness and natural justice.
- An equivalent combination of education and related experience may be considered.

Complete qualifications, including competencies, are outlined in the job profile available on the careers section of our website: <http://www.oipc.bc.ca/about/careers.aspx>.

An eligibility list for full-time temporary or permanent future opportunities may be established. This position is excluded from union membership.

¹ Within the last two years.

How to Apply:

To apply for this position you must submit a complete application package, which includes:

- 1) A cover letter
- 2) Your resume
- 3) Completed qualifications grid

Your application package must clearly demonstrate how you meet the qualifications for the position and must be received by email no later than **12:00 PST (noon), December 10, 2018**. Incomplete packages or submissions that are not received by the closing date and time will not be considered or acknowledged.

Your application package must be submitted to: Competition56287@oipc.bc.ca

Candidates may be asked to complete a written assignment as part of the selection process.

If you have questions related to the competition process, please contact Julia Vossen, HR Advisor, at (250) 953-4157 or at jvossen@bcombudsperson.ca.

Competition Number: 56287

Closing date: 12:00 PST (noon), December 10, 2018