



OFFICE OF THE
INFORMATION &
PRIVACY COMMISSIONER
for British Columbia

Protecting privacy. Promoting transparency.

Job Posting:

Registrar of Inquiries

Band 1

Expected Starting Salary \$56,150.16

Victoria, BC

As the Registrar of Inquiries, you will support the adjudication team by managing the administrative aspects of the inquiry/hearing process under the *Freedom of Information and Protection of Privacy Act* (FIPPA) and the *Personal Information Protection Act* (PIPA). You will ensure that inquiry/hearing documentation is accurate and complete and that it complies with legislation and OIPC policy and procedures. As the Registrar of Inquiries, you will prepare inquiry/hearing related documents, provide advice and information on operational and procedural aspects of the inquiry/hearing process to parties to the inquiry/hearing, OIPC staff and legal counsel; organize and oversee the exchange of inquiry/hearing submissions; and decide requests for time extensions and other preliminary matters.

Qualifications:

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

- Post-secondary education in a related field, such as paralegal training or a business or public administration diploma, combined with a minimum of 3 years' relevant, progressively responsible experience, preferably in a legal, judicial or quasi-judicial setting OR an equivalent combination of education and experience.
- Experience in drafting business and/or legal correspondence.
- Previous experience in a registrar-related role for an independent commission, board, agency, administrative tribunal or the courts is preferred.
- Experience providing advice and interpretation of complex policies and procedures in a time-sensitive environment to a variety of internal and external stakeholders is preferred.
- An equivalent combination of education and experience may be considered.

Complete qualifications, including competencies, are outlined in the job profile. The job profile and the required job qualifications grid are available in the posting found at:

<http://www.oipc.bc.ca/about/careers.aspx>.

An eligibility list may be established to fill similar future vacancies in a full or part-time, temporary or permanent capacity. This position is excluded from union membership.

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) A 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 PM PDT (noon), Wednesday, May 15, 2019**. Incomplete packages or submissions that are not received by the closing date and time will not be considered or acknowledged. Please complete and attach the required documents in Microsoft Word or PDF format to your e-mail submission.

In addition to evaluation of your relevant knowledge, skills and abilities, your cover letter, resume, and qualifications grid will be evaluated as part of the screening process with respect to the position requirement to be able to communicate in writing in an effective and clear manner.

Your application package must be submitted to: Competition60210@oipc.bc.ca

If you have questions related to the competition process, please contact Stephanie Addis via e-mail at SAddis@bcombudsperson.ca.

Competition Number: 60210

Closing date: 12:00 PM PDT (noon), Wednesday, May 15, 2019.