



Classification:	Band 2	Position:	00124769
Reports to:	Director of Audit & Systemic Reviews	Location:	Victoria

Context

The Office of the Information and Privacy Commissioner (OIPC) provides independent oversight and enforcement of BC's access and privacy laws under the *Freedom of Information and Protection of Privacy Act* (FIPPA) and the *Personal Information Protection Act* (PIPA). The Audit and Systemic Reviews (AnSR) program performs audits, systemic reviews and investigations of information access and privacy compliance within public bodies and private sector organizations in relation to the FIPPA, PIPA, relevant OIPC guidelines, best practices and other criteria. AnSR reports recognize public bodies and organizations that manage access and privacy responsibilities well, in addition to identifying areas for improvement. AnSR projects are generally proactive in nature, and may comprise high-profile, complex, sensitive investigations that help to guide interpretation of the legislation.

The Compliance Auditor provides expertise and input into audit and evaluation practices, managing large data sets, drafting reports and making recommendations to improve access and privacy policies and processes within public bodies and private organizations. The position also conducts research and analysis of current and emerging access and privacy issues. The position functions with considerable independence within delegated authority under FIPPA and PIPA, relevant policies issued by the Commissioner, and the principles of administrative fairness and common law.

Accountabilities

- Develops project plans (e.g. objectives, scope, criteria, tools, resources, risks and timelines), briefing notes, reports and other communications regarding audits, systemic reviews or other AnSR projects.
- Conducts audits and systemic reviews involving the collection, analysis, and validation of information; manages sensitive situations in an objective, professional and proficient manner; and applies strong judgement to ensure professional standards are satisfied.
- Obtains and documents sufficient, appropriate evidence to support findings, conclusions and recommendations and identifies and analyzes complex issues, differing opinions and evidence and reaches sound and balanced judgements, with input as required.
- Communicates progress, outcomes and subsequent recommendations to policies and procedures resulting from an audit or systemic review. Prepares, manages and analyzes large data sets and identifies and documents evidence-based findings.
- Prepares clear, concise, logical, persuasive and comprehensive reports on findings, significant issues, observations including patterns of non-compliance, and recommendations for improvement.
- Participates in development and ongoing evaluation of audit or review procedures including developing and adapting supporting documentation such as templates, interview guides, and checklists.
- Provides advice and recommendations to the Director, Deputy Commissioner and Commissioner on areas of subject-matter expertise and current audits and reviews including responses to media inquiries.

- Provides expert advice to effectively resolve complex, high profile and sensitive policy and other matters including recommendations to resolve issues and patterns identified in the course of an audit or review.
- Identifies and maintains professional, collaborative working relationships with stakeholders to contribute to positive outcomes of audits and systemic reviews.

Proviso

- Remains current on *FIPPA*, *PIPA*, and emerging information and privacy protection legislation, regulations, guidelines and policies and procedures and make recommendations to address emerging issues.

Qualifications

Education and Experience:

- University degree in a related field (e.g. social sciences, law, information studies, computer science).
- A minimum of two years of experience conducting audits, investigations, evaluations or other research such as: developing project plans, using a variety of research methodologies, building research tools, conducting interviews, gathering and documenting evidence, assessing evidence, interpreting and applying legislation and case law, formulating evidence-based findings and recommendations, and writing briefing notes and reports.
- Experience preparing, managing and analyzing large data sets, specifically using Excel.
- Project management experience including coordinating concurrent projects or aspects of projects.
- An equivalent combination of education and experience may be considered.

Preference may be given to applicants with:

- Experience implementing the *FIPPA* or *PIPA*, or evaluating compliance with *FIPPA* or *PIPA*, or other experience in information management, privacy, access or records management.
- Experience in evaluating compliance with regulatory requirements.
- A recognized accounting designation (CPA, CA, CGA, CMA, CIA), audit certification, or information systems auditing and systems security certification (CISA or CISSP).
- Experience leading projects of large scale and complexity and/or a Project Management Professional (PMP) certification.
- Experience using statistical software, such as the Statistical Package for the Social Sciences (SPSS).
- Experience working for an administrative tribunal, professional regulatory body, or an independent agency or office.

Knowledge and Abilities:

- Familiarity with access and privacy laws and principles, *FIPPA*, *PIPA*, and the mandate of the Office of the Information and Privacy Commissioner.
- Knowledge of the rules of natural justice and administrative fairness.
- Strong investigative and research skills including the ability to prepare project plans, gather evidence, establish fact patterns and formulate recommendations or findings.
- Effective written and oral communication skills and the ability to analyze and communicate complex ideas clearly and concisely in written reports, briefing notes, and correspondence and in discussions with complainants and senior officials within and outside of the office.
- Ability to use a variety of computer programs including word processing, managing spreadsheets for large data sets, and performing simple statistical methods.
- Ability to work independently and manage a diverse and demanding workload to deliver timely results.

- Ability to work effectively as part of a team and to develop effective working relationships with colleagues, contacts in FOI offices, and auditees.
- Strong organizational, planning and analytical skills and effective interpersonal skills.
- Ability to act proactively as well as to use tact, discretion and sound judgement.

Indigenous Relations Behavioural Competency

- **Self-discovery and awareness** means understanding one's thoughts, feelings, values and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour—and then intentionally seeking a way forward that positively impacts the interaction and relationship. It means maintaining new ways of thinking and acting when situations become difficult or uncertain, or in times of urgency.

Competencies

- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.
- **Conceptual Thinking** is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.
- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.
- **Planning, Organizing and Co-ordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Initiative** involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.
- **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

BC's Information and Privacy Commissioner

Promoting and protecting the information and privacy rights of British Columbians.

<http://www.oipc.bc.ca/>