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| **Job Qualifications Grid** |
| **Applicant Instructions:** 1. In addition to submitting your cover letter and resume, you must submit a completed job qualifications grid by email to **Recruitment@oipc.bc.ca****.** You must include the *completed* job qualifications grid along with your emailed application package by the deadline stated in the posting in order to be considered in this competition.
2. Clearly show how you demonstrate the required and preferred qualifications (i.e. Education, Experience) for the initial screening through your resume and job qualifications grid. It is NOT sufficient to only state that the qualifications are met, state ‘refer to resume’ or to provide a listing of current or past responsibilities. You must clearly demonstrate **HOW, WHEN,** and **WHERE** the qualification was met through **substantiation by examples**. Information on your described skills, experience, etc. provided in a job qualifications grid should be supported by your resume. **Failure to provide the above information in the format required may result in your application being rejected from the process.**
3. The job qualifications grid is not intended to be a duplication of your resume. **See the example below showing the level of detail required of your responses:**

**EXAMPLE of how to complete the response:**

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| ***Where the required qualification is this:*****Minimum 1-year relevant experience providing administrative support services.**  | ***An acceptable response to demonstrate that qualification may look like this:*****Start date: January 6, 2015****End date: February 20, 2016****Organization: (Ministry/Company name)****Type of administrative activities: While working at (company name) as (job title) I provided administrative support services to (title of position(s) supported). These services consisted of (services). The majority of my time was spent on (activity A) (X%), (activity B) (X%), and (activity C) (X%). I primarily supported (title of position A) and provided relief coverage for the (title of position B) approximately (X%) of my time.** |

**Please limit this grid to a maximum of 3 pages. If your Job Qualifications Grid exceeds 3 pages, your application will not be considered. You may remove these instructions (and above) if you require more room to demonstrate your qualifications.** |
| **Applicant Name:**  |
| **Phone #**  | **Email:**  |
| **Requisition number: 80110** |
| **Position Title: Compliance Auditor** |
| **Job Requirements**  | **Applicant Information** |
| **Required Qualifications (Education, Training and Experience)** | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.**  |
| 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. |  |
| **Preferred Qualifications**  | **Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples.** |
| 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. |  |
| ☐I certify that all information submitted is true, complete and correct. I understand that any information provided by me in my application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate me from further consideration for employment or may result in my dismissal.Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |