



OFFICE OF THE
INFORMATION &
PRIVACY COMMISSIONER
FOR BRITISH COLUMBIA

Job Posting:

Policy Analyst

Band 2

Salary range: \$66,900.01-\$94,600.06

Victoria, BC

The Office of the Information & Privacy Commissioner (OIPC) is an independent office of the Legislature with a broad mandate to protect and promote information and privacy rights under the *Freedom of Information and Protection of Privacy Act (FIPPA)* and to enforce compliance with the *Personal Information Protection Act (PIPA)*. The OIPC mediates access and privacy disputes between individuals and public bodies; rules on appeals regarding access to information decisions; investigates and resolves privacy complaints involving organizations; audits and investigates broad and systemic access and privacy issues; comments on legislation or public policy affecting information and privacy rights; and informs the public about these rights.

The Policy Analyst conducts research on access to information and privacy issues, reviews and comments on the access or privacy implications of public and private sector initiatives, writes guidance documents, prepares reports and other materials as required, and works with staff across the office and in other jurisdictions on joint initiatives. The Policy Analyst may also participate in Commissioner-initiated investigations and audits of public bodies and organizations, and investigate complaints from the public concerning access and privacy disputes.

We are striving to build a diverse team to represent the population we serve and to better meet the needs of our citizens. We encourage applications from Indigenous, Black or racialized persons, women, people with diverse gender identities or expressions, and/or people with disabilities.

Qualifications:

This opportunity may be of interest to those individuals who possess the following required qualifications:

- University degree in a related field (e.g. law, social sciences, information studies, science or information technology)
- A minimum of two years experience researching policy or legal issues; conducting policy analysis or supporting policy-making processes in government, non-profit or private sector organizations, including engaging stakeholders and developing options and recommendations.
- An equivalent combination of education and related experience may be considered.

Preference may be given to applicants with:

- Experience reading and interpreting bills, laws, regulations, bylaws and other statutory instruments, both within Canada and internationally, as well as analyzing court and tribunal decisions.
- Experience implementing *FIPPA* and/or *PIPA* and/or evaluating compliance with either or both of these laws.
- Experience applying, evaluating, and/or assessing policies and procedures for the principles of administrative fairness and natural justice.

Complete qualifications, including competencies, are outlined in the job profile which can be found linked at the bottom of this page.

This posting is for one permanent, full-time position. An eligibility list for similar temporary or permanent future opportunities may be established. Temporary positions may become full or part-time, permanent status. This position is excluded from union membership. Occasional travel may be required.

Over time through performance based in-range movement, the successful candidate in this competition will have the opportunity to reach the maximum of their position's salary band. The starting salary for this position is anticipated to be approximately \$73,825.02 annually and will be determined with consideration of the successful candidate's relevant education and experience.

This position may be performed remotely within British Columbia, subject to the terms outlined in the Flexible Work Options Policy. Applicants are not permitted to work outside of British Columbia, even for short periods, unless they are travelling for work.

The Office of the Information and Privacy Commissioner has introduced requirements for employees regarding vaccination against COVID-19. Among other possible measures, proof of vaccination will be required of OIPC staff by their start date. It is a term of acceptance of employment that you agree to comply with all vaccination requirements that apply to employees of the Office. More information about the vaccination policy in the BC Public Service can be found at: https://www2.gov.bc.ca/assets/gov/careers/about-the-bc-public-service/proof_of_vaccination_policy_faqs.pdf.

How to Apply:

Your application package must be submitted by email to: Recruitment@oipc.bc.ca, quoting the competition number 92562 in the subject line.

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

- 1) Your resume;
- 2) A completed Employment Application Form.

Your application package must clearly demonstrate how your education and experience meet the position requirements. You must identify which positions you are relying upon to meet the criteria of relevant experience and how the position meets that criteria. In describing your education and experience, please pay particular attention to the position description, including the competencies and selection criteria.

Following the instructions above, only those applications received by email no later than **12:00 pm (noon) PDT on Monday, October 3, 2022** will be considered. Incomplete or late applications will not be evaluated or acknowledged, and only those applicants who pass all initial screening requirements will be considered for the next step in the selection process. Your resume and employment application form may be evaluated as part of the screening process with respect to the position requirement to be able to communicate in writing in an effective manner. Candidates may be asked to complete a written assignment as part of the selection process.

Applicants who identify as Indigenous may choose to seek assistance with their application by accessing the [Indigenous Applicant Advisory Service](#) available through the BC Public Service.

To apply for this position, you must be eligible to work in Canada. You must be a Canadian citizen or permanent resident of Canada or authorized in writing to work in Canada under the federal *Immigration Act*. For further information, please refer to the [BC Public Service website](#).

NOTE: Candidates may be required to provide copies of degrees/diplomas/credentials prior to an offer of employment being extended. If your degree was obtained outside of Canada, you will need to confirm it has been assessed for equivalency through a recognized [Canadian Credential Evaluation Service](#). Confirmation of equivalency for your degree is required for you to be considered.

If you have questions related to the competition process, please contact the HR team at Recruitment@oipc.bc.ca, quoting competition number **92562** in the subject line.

Competition Number: 92562

Closing date: 12:00 pm (noon) PDT, Monday, October 3, 2022

Information and Privacy Commissioner for BC

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

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