



<b>Classification:</b>	Band 2	<b>Position:</b>	00104020
<b>Reports to:</b>	Director of Policy	<b>Location:</b>	Victoria

## Context

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.

## Accountabilities

- Provides advice and guidance to public and private organizations subject to either *FIPPA* or *PIPA* to assist them in complying with their responsibilities under the legislation and works with officials in those organizations to address issues relating to access to information and the protection of privacy.
- Conducts research and analysis of emerging access to information and privacy matters and recommends courses of action to protect and strengthen access and privacy rights.
- Reviews proposed legislation, programs, policies and directives for potential impacts on access to information or privacy rights.
- Reviews proposed information systems to ensure adherence to legislated privacy standards and makes recommendations to improve data security.
- Reviews and comments on privacy impact assessments.
- Develops guidance documents on *FIPPA* and *PIPA* compliance for the, organizations, and public bodies.
- Researches and develops position papers, legislative submissions, speeches, and other material as required.
- Maintains stakeholder relationships through engagement and public consultations.

- Supports education and outreach programs by developing and delivering training sessions and workshops, and represents the OIPC in other public speaking engagements.
- Investigates complaints from the public concerning access and privacy disputes.
- Participates in Commissioner-initiated investigations and audits of public bodies and organizations.

**Proviso:**

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

## Qualifications

### Education and Experience:

- 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 experience may be considered.

*Preference may be given to applicants with the following:*

- 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 pertaining to the principles of administrative fairness and natural justice.

### Knowledge, Skills and Abilities:

- Effective written and oral communication skills and the ability to communicate complex ideas clearly and concisely in written reports, formal decisions, letters and other correspondence, and in discussions with complainants and senior officials within and outside of the office.
- Ability to work effectively as part of a team and to develop effective working relationships with colleagues and other stakeholders.
- Ability to accept critical feedback and take direction from colleagues and supervisors about one's work and effectively implement that feedback and direction in a positive, prompt and productive manner.
- Familiarity with privacy laws and principles, *FIPPA* and *PIPA*, and the mandate of the OIPC.
- Knowledge of the latest trends, developments, issues, legal decisions and precedents relating to access to information and protection of privacy.
- Ability to proactively and effectively work with external agencies using tact, discretion and sound judgement.
- Ability to work independently and manage a diverse and demanding workload.
- Knowledge of government organization, reporting structures, processes and decision-making.
- Knowledge of the rules of natural justice and administrative fairness.

## Competencies

- **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.
- **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.
- **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.
- **Results Orientation** is a concern for surpassing a standard of excellence. The standard may be one’s own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement).
- **Expertise** includes the motivation to expand and use technical knowledge or to distribute work related knowledge to others.
- **Information Seeking** 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.
- **Organizational Commitment** is the ability and willingness to align one’s own behaviour with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs.

### ***BC’s Information and Privacy Commissioner***

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

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