



OFFICE OF THE
INFORMATION &
PRIVACY COMMISSIONER
FOR BRITISH COLUMBIA

Job Posting:

Director of Investigations

Band 4 – Permanent, Full-Time

Salary range: \$92,700.24 - \$123,200.20

Victoria, BC

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).

Reporting to the Deputy Commissioner, the Director of Investigations directs investigative functions in the areas of Access Review and Complaints or Privacy Complaints and Breaches of the OIPC. The position provides expert advice and guidance to Investigators and the Manager of Case Review and ensures their investigative plans are consistent with the office's approach to handling and closing case files. The Director also undertakes investigations that are high-profile and sensitive in nature and conducts reconsiderations by policy. The Director is responsible for continuous improvement processes in the department, and provides information and expertise to the Senior Leadership Team. The Director of Investigations may comment on matters affecting access and privacy rights in the public and private sectors, including proposed legislation, policies, programs, and the implementation of new technologies, and may liaise with newly proclaimed public authorities and assist them to set up and maintain effective internal complaint handling and dispute resolution mechanisms. The position functions with considerable independence within delegated authorities under FIPPA and PIPA, relevant policies issued by the Information & Privacy Commissioner, and the principles of administrative fairness and common law.

This position also oversees/is accountable for Office of the Registrar of Lobbyists ("ORL") investigators as required.

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, public administration, political science, etc).
- Five plus years of experience mediating disputes or conducting investigations, which includes experience assessing evidence and formulating recommendations or findings based on written reasons.
- Five plus years of implementing the *Freedom of Information and Protection of Privacy Act* (FIPPA) and/or the *Personal Information Protection Act* (PIPA) and/or evaluating compliance with FIPPA or PIPA or similar statute.
- Three years of experience supervising staff, leading project teams, and/or advising a team of professionals in the conduct of research, audits or investigations or the development and implementation of complex projects; including the assignment of work, and oversight of performance.
- Experience working with a broad cross-section of the public and/or private sectors.

- An equivalent combination of education and experience may be considered.

Preference may be given to applicants with:

- Experience or formal education in conflict resolution or coaching.

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 and is subject to the [Terms and Conditions for Excluded Employees](#) and the [Management Classification and Compensation Framework](#). 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 \$100,325.23, with eligibility for a 5% increase upon successful completion of the probationary period. The starting salary will be determined with consideration of the successful candidate's relevant education and experience.

This position may be performed virtually in extraordinary circumstances; however, the requirement is that candidates are available to work in person from our Victoria office.

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 94449 in the subject line.

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

- 1) Your cover letter
- 2) Your resume
- 3) 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) PST on Thursday, December 1st, 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 cover letter, 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: 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 will be required prior to an offer of employment.

If you have questions related to the competition process, please contact the HR team at Recruitment@oipc.bc.ca, quoting competition number **94449** in the subject line.

Competition Number: 94449

Closing date: 12:00 pm (noon) PST, Thursday, December 1st, 2022

Information and Privacy Commissioner for BC

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

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