



OFFICE OF THE
INFORMATION &
PRIVACY COMMISSIONER
FOR BRITISH COLUMBIA

Job Posting:

Executive Coordinator

Band 1 – Permanent, Full-Time

Salary range: \$57,100.09 - \$81,400.18

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), the *Personal Information Protection Act* (PIPA) and the *Lobbyists Registration Act* (LRA).

The Executive Coordinator is accountable for the delivery of confidential administrative support for the OIPC, including the provision of operational, financial and administrative support. The Executive Coordinator performs a close supportive role for the Commissioner whose activities are often in the public eye and are of a confidential and sensitive nature. In this capacity, the incumbent is in contact with senior government officials, Ministers' offices, Members of the Legislative Assembly, senior officials from national and international jurisdictions (including Information and Privacy Commissioners from other jurisdictions and senior officials from international organizations), special interest groups and the public.

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:

- Completion of a post-secondary diploma in business administration or a related field
- Experience in a senior administrative role which may include supporting senior executive.
- Experience dealing with highly confidential, time sensitive issues in a high volume, fast-paced environment.
- An equivalent combination of education and experience may be considered.

Preference may be given to applicants with:

- Experience drafting, writing and editing executive documents.
- Related experience that is in a public service context.
- Demonstrated supervisory experience.

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 \$63,175.11, 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 full-time 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 94469 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) PST on Friday, November 25, 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: 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 **94469** in the subject line.

Competition Number: 94469

Closing date: 12:00 pm (noon) PST, Friday, November 25, 2022

Information and Privacy Commissioner for BC

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

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