

Classification:	Band 1	Position:	00095826
Reports to:	Information & Privacy Commissioner	Location:	Victoria

Context

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.

Accountabilities

- Provides executive support for the development of the Service Plan for the OIPC, ensures that staff reporting to the position understand business objectives and goals; identifies and resolves conflicting priorities and ensures priorities are clearly communicated to staff.
- Performs issues management, identifies critical and emerging issues and consults with executive on approaches and alternatives, researches information, gathers facts, identifies resource requirements, develops alternatives and coordinates a timely response.
- Coordinates the correspondence, documents and requests for action of the Commissioner, Deputies, and senior management; ensures priorities are set and deadlines are met.
- Attends meetings as required to gather information, identify issues and to report out on goals, priorities and funding implications.
- Organizes, researches and prepares briefing materials, manages internal and external enquiries involving highly sensitive and confidential issues. Provides final edits and proofs for external presentations and correspondence for the executive team.
- Coordinates cross-program projects, working with team members to set and track milestones, monitor and report on outcomes and identify linkages with other projects within the office or in government (i.e. business transformation projects, business process review and best practice studies).

- Develops and implements new or amended operational policies in conjunction with Deputies, senior managers and executives.
- Coordinates the purchasing for the office and works with Corporate Shared Services to analyze variances, monitor expenditures, manage contracts, recommend changes to meet fiscal priorities, and develop trend analysis for reports on potential solutions to financial issues.
- Supervises administrative staff, including learning and development and performance management planning.
- Manages and approves the purchase of office-related materials including office supplies, meeting expenses, library resources, staff appreciation purchases, and other resources as required by the Office.
- Coordinates and ensures an integrated approach to records management leading practices.
- Organizes and maintains office facilities, space planning, telecommunication, furniture and asset management, equipment maintenance, security and vehicle utilization.
- Support and manage reception and inbound calling to ensure office standards are met.

Qualifications

Education and Experience:

- 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 the following:

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

Knowledge, Skills and Abilities:

- Excellent organizational skills to manage diverse workloads effectively and independently and within established timelines.
- General knowledge of the *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection Act*, the Office's mandate, structure and legislated responsibilities.
- General knowledge of the policies and procedures of the BC Public Service including political processes.
- Demonstrated knowledge of records management systems and leading practices.
- Strong project management, conflict resolution, and relationship building/interpersonal skills.
- Excellent attention to detail.
- Ability to anticipate and analyze issues, identify options, draw logical conclusions, make sound decisions and recommend appropriate course of action using creativity, sound judgement and strategic planning focus.
- Ability to effectively communicate both orally and in writing using plain language and business writing skills.
- Ability to use computer applications, including MS Office, E-mail, Internet, and Project Management software.
- Ability to acquire new knowledge and keep abreast of new procedures and electronic data systems.

- Ability to demonstrate flexibility required within a small working unit.
- Ability to exercise discretion when communicating and recognize the need for confidentiality.

Competencies:

- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **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.
- **Problem Solving and Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **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.
- **Concern for Image Impact** is an awareness of how one’s self, one’s role and the organization are seen by others. The highest level of this competency involves an awareness of, and preference for, respect for the organization by the community.
- **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one’s approach as situations change and accepting changes within one’s own job or organization.
- **Sustained Learning and Development** means continually increasing your ability to build and maintain respectful and effective relationships with Indigenous peoples. Central to this competency is appreciating that there are many other cultural understandings of knowledge and ways of working that have legitimacy and deserve respect—and therefore require our continual learning and development, including direct exposure to cultural and community ways. It includes an eagerness to continually reflect upon and assess your own level of cultural agility and competence, self-awareness and expertise. It means being willing to learn in new and different ways and appreciating how diverse ways of thinking and acting can ensure the success of the BC Public Service in supporting Indigenous self-determination.

BC’s Information and Privacy Commissioner

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

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