



OFFICE OF THE
INFORMATION &
PRIVACY COMMISSIONER
FOR BRITISH COLUMBIA

Job Posting:

Case Review Officer

Band 1 – Permanent, Full-Time

Starting Salary: \$65,300.21-\$93,100.19

Victoria, BC

Reporting to the Director of Case Review, the Case Review Officer provides a first point of contact for individuals, public bodies and organizations with complex questions or issues regarding the *Freedom of Information and Protection of Privacy Act* (FIPPA) and the *Personal Information Protection Act* (PIPA). Case Review Officers are also the first point of contact for individuals who wish to make a privacy complaint against a public body or organization or request a review of an access decision under FIPPA and PIPA. The Case Review Officer interviews and assists individuals to navigate the complaint or review process. This includes determining if the complaint or review falls within the jurisdiction of the Office of the Information and Privacy Commissioner (OIPC). The Case Review Officer has delegated authority to make decisions regarding time extensions requested by public bodies, to investigate time extension complaints, and to monitor privacy breach complaints.

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:

Education and Experience:

- University degree in a related field (e.g. Public Administration, Political Science, Law, Humanities, etc.).
- Minimum of 1 year of experience assessing and responding to complaints or enquiries from various stakeholders, and members of the public, in accordance with legislation, and/or regulations.
- An equivalent combination of education and related experience may be considered.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check (completed if an offer of employment is made).

Preference may be given to applicants with the following:

- Recent (within the last 5 years) experience interpreting and applying FIPPA and PIPA and related regulations
- Experience applying 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.

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 \$72, 781.14 and will be determined with consideration of the successful candidate's relevant education and experience.

This position is currently based in our office located in Victoria, BC with the potential for telework options available. Must be willing and able to be on-site as operationally required. Currently this team is meeting in office bi-weekly.

Financial assistance may be offered as part of the total compensation package for successful candidate(s) that must relocate to Victoria. Relocation allowances will be in accordance with the [information here](#).

How to Apply:

Your application package must be submitted by email to: Recruitment@oipc.bc.ca, quoting the competition number 120410 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. Please note that any submitted documentation beyond the required application package contents outlined above will not be considered and will be removed from your application.

Following the instructions above, only those applications received by email no later than **12:00 pm (noon) PST on Tuesday, June 17th, 2025** 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: Where a degree has been relied upon to meet the required qualification(s) and 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](#). Should this be required, confirmation for equivalency for your degree is required for you to be considered and will be requested at the time of offer.

If you have questions related to the competition process, please contact the HR team at Recruitment@oipc.bc.ca, quoting competition number **120410** in the subject line.

Competition Number: 120410

Closing date: 12:00 pm (noon) PST, Tuesday, June 17th, 2025

Information and Privacy Commissioner for BC

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

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