JOB DESCRIPTION

POSITION SUMMARY:
Reporting to the Administration Division Inspector, the Information and Privacy Coordinator (IPC) works independently assisting the Office of the Chief Constable in administering the Department’s obligations under the Freedom of Information and Protection of Privacy Act (FIPPA). The IPC is responsible for the day-to-day management and coordination of inquiries and requests in relation to FIPPA and other legislative requirements. Areas of responsibility also include analysis, Privacy Impact Assessments, policy review and development, training and advice to staff.

MAJOR ACCOUNTABILITIES

LEGISLATIVE RESPONSIBILITY:
- Receives and tracks all requests for access to Departmental records.
- Processes, reviews, redacts, facilitates, and prepares responses to requests in compliance with disclosure law.
- Prepares and reviews Privacy Act Impact Assessments (PIAs) and privacy audits.
- Provides advice on breach prevention, management and mitigation in accordance with organizational strategic goals and legal requirements.
- Advises and ensures compliance with information sharing memorandums of understanding with other agencies.
- Creates and reviews Departmental policy, agreements and protocol to ensure compliance with legislation and disclosure law.
- Provides training and training materials to staff in relevant aspects of privacy legislation and disclosure.
- Manages requests in relation to labour relations, negotiations, financial and personnel matters, as well as sensitive and confidential third party corporate and managerial information.
- Attempts to resolve issues prior to the review process under FIPPA.
- Maintains current working knowledge and accurately applies relevant Federal, Provincial, and Municipal Statutes and Regulations, Departmental policies and procedures.
- Maintains a high level of confidentiality and security of information in all aspects of their work.

ADMINISTRATION:
- Processes and provides advice and assistance on police incident related requests ensuring appropriate forms are completed and fees are collected.
- Organizes and prioritizes workload to meet legislative deadlines.
- Reviews file material in detail for disclosure and the protection of privacy.
- Signs correspondence on behalf of the Chief.
COMMUNICATIONS & RELATIONSHIPS:

- Represents the Department when dealing with the general public, private sector and Provincial Government (e.g. Office of the Information and Privacy Commissioner).
- Advises senior staff of relevant issues and provides advice to other members of the Department in matters of collection, retention and disclosure of information.
- Engages effectively and harmoniously with the public, staff and supervisors.
- Identifies and conducts training needs in relation to disclosure of information.
- Communicates effectively, both verbally and in written correspondence.
- Prepares and provides reports and statistical data relating to duties of the position and compliance with legislation.
- Ensures confidentiality is maintained in all matters through supervision and maintenance of confidential file systems.
- Maintains regular communication with senior officers and supervisors, keeping them fully informed of all non-routine, urgent and/or matters of significance.

TECHNOLOGY:

- Working knowledge of personal computers and relevant computer-based applications, including word processing.
- Demonstrates ability to learn police based databases.
- Ability to operate common office equipment.
- Maintains appropriate security protection and backup of electronic documents.

QUALIFICATIONS:

- Post secondary education diploma in a related field (degree preferred). Consideration may be given to an acceptable combination of education and experience.
- Five years experience working with FIPPA and / or other privacy legislation.
- Legal or paralegal experience would be an asset.
- Experience working in a police environment or other related field, preferably with primary responsibilities focused on privacy legislation.
- Experience in undertaking information Privacy Impact Assessments preferred.
- Superior written and oral communications, interpersonal, customer-service and conflict resolution skills.
- Strong critical/analytical thinking, problem-solving, dispute resolution and negotiation skills; capable of multi-tasking while balancing the need to resolve issues quickly with an effective and thorough analysis.
- Self-starter with a proven ability to work independently and within a team.
- Ability to identify and take appropriate steps to mitigate risks.
- Thorough knowledge of business English, correct punctuation, grammar usage and a good vocabulary.
- Accurate keyboarding skills (40 wpm).
- Possession of a valid BC Class 5 driver’s licence.
- Must pass/maintain the required enhanced reliability security clearance including polygraph.