

JOB DESCRIPTION

Access and Privacy Manager, Records Information and Privacy

Full-time, permanent

Position summary

Reporting to the director, records, information and privacy, the access and privacy manager is responsible for administering the College of Physicians and Surgeons of BC's (the College) obligations under the *Freedom of Information and Protection of Privacy Act (FIPPA)*. The incumbent interacts with the College's executive and senior management to provide advice on complex and sensitive freedom of information and privacy matters and develops effective trust-based working relationships with the Office of the Information and Privacy Commissioner. The manager provides support in the management of effective freedom of information and protection of privacy programs at the College and participates in the planning and formulation of departmental objectives, plans, policies and procedures to ensure accomplishment of business objectives.

Duties and responsibilities

Duties include but are not limited to the following:

Freedom of Information

- manages and completes freedom of information (FOI) requests, some of which are highly complex and involve a large number of records, including identifying and collecting records from program areas; processing, reviewing and redacting records in compliance with FIPPA; preparing fee estimates, notifications to third parties and time extensions, where appropriate; reviewing requests completed by team members to provide quality assurance; mediating with the Office of the Information and Privacy Commissioner (OIPC) in request for reviews; preparing and organizing review materials for the OIPC; and managing the process and progress of all FOI requests to ensure compliance with *FIPPA*

Privacy

- provides support to the director, records, information and privacy in the management of effective freedom of information and protection of privacy programs at the College
- prepares and reviews Privacy Impact Assessments (PIAs)

- develops, recommends and implements the privacy audit program, and conducts privacy audits
- investigates reported privacy breaches
 - completes privacy breach reports in accordance with the College and OIPC procedures
 - assists in preparing breach notification letters
 - makes recommendations regarding preventative measures
 - prepares reports for the OIPC, where appropriate
 - considers guidance from OIPC in decision-making
- reviews contracts, information sharing agreements and other College agreements to ensure terms and conditions are consistent with the requirements of FIPPA, participates in the drafting of information sharing agreements; and provides expert advice to College program areas in matters of collection, use, retention and disclosure of information

General responsibilities

- provides support in the management of effective freedom of information and protection of privacy programs at the College
- supervises and works closely with the access and privacy analyst
- assesses current systems and processes and see where updates and improvements can be implemented
- interacts with executive and senior management, exercising considerable discretion and providing advice on sensitive and complex FOI, privacy and complaints matters
- develops and maintains effective trust-based working relationships with the OIPC and with College staff in order to facilitate the resolution of issues
- maintains current working knowledge and accurately applies relevant federal and provincial statutes and regulations and departmental policies and procedures, and ensures managers are kept informed of developments and their implications
- supports the development of a training strategy and develops and provides privacy and FOI training when needed
- provides input and recommendations in the planning and formulation of departmental objectives, plans, policies and procedures to ensure accomplishment of business objectives and to mitigate risks
- develops, facilitates and maintains an effective corporate approach to the management of FOI requests and privacy matters
- maintains a tracking system of FOI and privacy-related matters
- with the director, prepares quarterly summaries of statistics for the chief legal counsel and registrar/CEO
- continually seeks, establishes and implements “best practice” techniques, and develops opportunities for reducing risk and achieving efficiencies

- performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations and participating in task force, project teams and committee work

Skills and qualifications

Required skills and qualifications include:

- bachelor's degree in a related discipline supplemented by industry recognized professional courses, such as International Association of Privacy Professionals (IAPP) certification
- considerable experience processing FOI requests of varied complexity, communicating with senior level staff and organizations including the OIPC, completing Privacy Impact Assessments, including for complex information technology (IT) systems and environments and completing Information Sharing Agreements
- or an equivalent combination of education, training and experience

The compensation range for this position is \$70,000 - \$98,016 per year. The compensation range is the span between the minimum and maximum base salary for a position. The midpoint of the range is approximately halfway between the minimum and the maximum and represents an employee that possesses full job knowledge, qualifications and experience for the position. In the normal course, employees will be hired, transferred or promoted between the minimum and midpoint of the salary range for a job. We anticipate the compensation will fall around the midpoint of the range, plus or minus 5 to 10%.

In addition to the base salary, the College provides pension contributions to the public service pension plan, a parking/transit subsidy, a wellness allowance, and a flexible health and dental plan as part of the total compensation package.

The College offers other great benefits such as flexible working arrangements (compressed work week, hybrid work-from-home/in-office model), competitive annual vacation and personal days off, support for professional development, and access to a fitness centre and pool, all of which make the College an excellent and rewarding working environment.

The College is committed to our ongoing journey to be a diverse, equitable and inclusive place to work. All interested applicants, regardless of age, family or marital status, physical or mental disability, race, colour, religion, place of origin, and ancestry, Indigenous identity, gender identity or expression, sex, sexual orientation political belief, socio-economic background, criminal conviction or any other characteristic protected by applicable law, are strongly encouraged to apply. Accommodations are available upon request for candidates taking part in the recruitment and selection process.

The College values the strength diversity brings to our workplace, so if you're excited about a career at the College but your past experience doesn't align perfectly with the current job postings or you are not ready to apply yet, we encourage you to create an employee profile

in the careers portal and our HR team will be able to see your skills and proactively match you with other roles more closely aligned to your experience and skillset.

The College is located on the unceded territory of the Coast Salish peoples, including the territories of the xʷməθkwəy̓əm, Skwxwú7mesh, and Səl̓ílwətaʔ/Selilwítlh Nations.

Please apply online by October 16, 2023:

<https://can232.dayforcehcm.com/CandidatePortal/en-US/cpsbc/Posting/View/123>

Contact information:

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