



Access & Privacy Analyst Public

Competition Details

Competition Number	HOA.OIPC.APA(P).18-19.003
Available Positions	1 Permanent Position
Division	Office of the Information and Privacy Commissioner
Location	St. John's
Closing Date	January 20, 2019
Salary	\$67,177 - \$74,823 (GL-18, currently under review)

Position Details

Context The Information and Privacy Commissioner is an independent Officer of the House of Assembly, charged with a broad range of responsibilities and powers under both the Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015) and the Personal Health Information Act (PHIA). This includes conducting reviews of decisions, investigating and attempting to resolve complaints about access to information and protection of privacy. Education of public bodies, custodians of personal health information and the public is also part of the Commissioner's mandate.

Duties This position is responsible for the investigation of decisions, acts or omissions of provincial government departments, agencies and corporations, education bodies, health care bodies, and local government bodies under authority of ATIPPA, 2015 and custodians of personal health information under PHIA. Completes investigations independently and must have the ability to handle challenging situations and make decisions with appropriate guidance. Researches and analyses legislation, policies, practices and procedures relevant to complaints; educates the public, custodians of personal health information, public body officials and employees about the rights and responsibilities set out in both ATIPPA, 2015 and PHIA as well as the role of the Office of the Information and Privacy Commissioner; writes and edits interim and final reports; assists in conducting and monitoring mediation attempts and is responsible for ensuring compliance with recommendations accepted by public bodies; conducts privacy impact assessment reviews and audits as required under ATIPPA, 2015; participates in the strategic planning of the Office to identify long term policy issues and to plan strategies to address those issues; and reflects an appropriate and professional image for the Office in dealing with the public and other outside organizations.

Merit Criteria

Screening Criteria

1. Degree in Law, or another relevant discipline. (Equivalencies will be considered)
2. Experience in in the administration of legislative regimes (Asset)
3. Experience/Training in access to information
4. Experience/Training in privacy
5. Experience/Training in mediation/alternative dispute resolution

Assessment Criteria

1. Knowledge of Office of the Information and Privacy Commissioner (Asset)
2. Knowledge of *ATTIPA (2015)* and *PHIA* (Asset)
3. Organizational Skills
4. Investigative Skills
5. Research Skills
6. Mediation Skills
7. Ability to work independently
8. Ability to Communicate Effectively (Oral)
9. Ability to Communicate Effectively (Written)
10. Relationship Building
11. Dependable & Good Judgement
12. Flexibility
13. Professionalism

Conditions of Employment

Conditions of Offer

1. Certificate of Conduct satisfactory to the Employer

Applicant Information

- The House of Assembly values diversity in the work place and is an equal opportunity employer.
- Preference will be given to applicants who are legally entitled to work in Canada.
- Applications should be received before the close of business on the closing date - late applications with explanation may be accepted.
- It is the responsibility of the applicant to submit an application that demonstrates the required merit criteria.
- Applications that do not clearly demonstrate the required criteria will be screened-out.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- This competition may be used to fill future similar vacancies with the House of Assembly.

How to Apply

Applications, quoting Competition Number HOA.OIPC.APA(P).18-19.003, should be submitted

Online HOACompetitions@gov.nl.ca

By Mail Human Resources Services & Payroll Administration
Corporate and Members' Services Division
House of Assembly
P.O. Box 8700
St. John's, NL A1B 4J6

By Fax (709) 729-3078

For additional information on this position, please call Robert Hillier at (709) 729-1478.