

If you value and respect access to information and personal privacy rights of Saskatchewan citizens, we want to speak with you!

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## **ACCESS & PRIVACY ANALYST**

### **Term – 2 years**

This posting is for a two year term full time Analyst position with a possibility of becoming a permanent position.

As an Analyst, you will conduct reviews and investigations to assess compliance with *The Freedom of Information and Protection of Privacy Act*, *The Local Authority Freedom of Information and Protection of Privacy Act* and *The Health Information Protection Act*. This position is responsible for managing a caseload of files, mediating informal resolution of issues, researching, and drafting resources and providing advice to the general public and organizations on the application of the legislation.

- You will have knowledge of Saskatchewan and Canadian access and privacy legislation, access and privacy best practices and experience evaluating policies, procedures, and practices.
- Your strong analytical and communication skills will enable you to present and interpret complex access to information and privacy topics and issues to a wide variety of audiences, and to write comprehensive, technical reports and other documents on various access and privacy issues.
- Your mediation and negotiation skills will help you resolve disputes between citizens and public bodies and/or health trustees on diverse and complex access to information and privacy issues.
- You will be a reliable team player with excellent interpersonal skills who can work independently, manage time efficiently and have the ability to manage conflict, and maintain objectivity.
- You will have excellent computer skills and a working knowledge of MS Office 365, MS Windows 10, and Adobe Acrobat Pro.

Typically, the knowledge and abilities necessary for this position would be obtained through the completion of a relevant University degree and/or extensive experience in the access and privacy field. Preference will be given to an individual who has completed, is enrolled, or is willing to be enrolled in the Information Access and Protection of Privacy (IAPP) Certificate through the University of Alberta.

This position is classified at an MCP 7 rate with a salary range of \$7,049 to \$9,165 per month.

**In your resume and/or cover letter, please identify how you meet the above qualifications and attributes. Candidates who do not provide both a resume and cover letter will be screened out.**

Please forward your cover letter and resume in confidence **on or before 5:00 p.m., August 1, 2024**, to **Alyx Larocque, Executive Director of Research, Policy and Compliance** at [alarocque@oipc.sk.ca](mailto:alarocque@oipc.sk.ca).

For more information on this position, please see: [www.oipc.sk.ca](http://www.oipc.sk.ca).

We thank all candidates for their interest. Only those selected for interviews will be contacted.