



Office of the
Saskatchewan Information
and Privacy Commissioner

Access and Privacy Analyst – 1 Term Position (2 year term with option of permanent)

Location: Regina

Closing Date: December 13, 2024

About Us:

The Office of the Saskatchewan Information and Privacy Commissioner (SK IPC) is an independent office of the Saskatchewan Legislative Assembly. It oversees three Saskatchewan statutes: [The Freedom of Information and Protection of Privacy Act](#) (FOIP), [The Local Authority Freedom of Information Protection of Privacy Act](#), and [The Health Information Protection Act](#) (HIPA). These three Acts establish the access to information and privacy rights of citizens.

The SK IPC is an oversight office and is dedicated to advocating for the access and privacy rights of Saskatchewan citizens. SK IPC ensures that public bodies and trustees respect the privacy and access rights of the citizens of Saskatchewan by informing members of the public of their information rights, resolving access and privacy disputes between individuals and public bodies, making recommendations on appeals from access to information decisions by public bodies, investigating and resolving privacy complaints, offering advice on public bodies' policies and practices, and commenting on proposed laws or amendments to legislation with access or privacy implications.

To learn more about the work that we do, please visit: www.oipc.sk.ca.

The Opportunity:

Reporting to the Executive Director of Research, Policy & Compliance, this role offers a unique opportunity to be at the forefront of the Commissioner's legislated oversight mandate. This position allows you to directly impact access and privacy rights and compliance in the province. You would be an integral part of the Compliance Team and would have the opportunity to work collaboratively with various stakeholders, contribute to shaping policies, and enhance understanding of privacy and access rights.

Responsibilities:

The role of Access and Privacy Analyst is primarily focused on conducting reviews and investigations, and involves the following responsibilities:

- Manage a caseload of review and investigation files.
- Undertake reviews and investigations including writing Review and Investigation Reports for the Commissioner.
- Mediating and negotiating issues that arise on case files.
- Researching access and privacy issues.
- Creating educational resources.
- Delivering educational presentations to stakeholders.
- Offering general substantive advice to stakeholders on access and privacy issues.
- Attend and complete the online certificate program, [Information Access and Protection of Privacy](#) (IAPP) within 3 years of employment. Work time and costs covered by SK IPC.

Qualifications and Requirements:

This position requires a strong foundation in legislative interpretation and investigative skills. The successful candidate will bring a blend of technical expertise and interpersonal skills.

- A university degree in a related field is required. Equivalent combinations of education and experience will be considered.
- Preference will be given to candidates with access and privacy experience.
- Preference given to candidates that have completed the *Information Access and Protection of Privacy Certificate* program.
- Understanding and knowledge of Saskatchewan and Canadian access and privacy legislation.
- Proven ability to interpret and apply legislation to specific circumstances, ensuring compliance and providing well-reasoned findings and recommendations.
- Strong research and analytical skills to evaluate policies, procedures, and practices, and provide insightful feedback to support legislative compliance.
- Investigative experience, including the ability to prepare investigative plans, identify relevant facts and law, gather evidence, conduct interviews, analyze information, and make findings and recommendations on complex and sensitive issues.
- Effective mediation and negotiation skills to resolve disputes among multiple parties, promoting amicable settlements.

- Exceptional verbal and written communication skills are essential for effectively conveying legal concepts and engaging diverse stakeholders.
- Reliable team player with excellent interpersonal skills with ability to work independently, manage time effectively and meet deadlines.

What We Offer:

- Salary: MCP 7 rate with a current salary range of \$7,049 to \$9,165 month/ \$84,588 to \$109,980 annually. Opportunity to advance to a senior analyst position at an MCP 8 rate of \$7,755 to \$10,080 monthly/ \$93,060 to \$120,960 annually.
- Comprehensive benefits plan including 15 days sick leave per fiscal year, vacation time, 12 paid scheduled days off per fiscal, funded pension plan, etc. See the *Summary of benefits* which align with the Public Service Commission.
- Positive workplace culture and work-life balance.
- Opportunity to participate in remote work after the first year of employment and opportunity for modified work schedule following training.

Additional Notes:

- Successful candidate will be required to undergo a criminal records check.
- Applications submitted without a cover letter will not be considered.
- Applications received after 5:00pm on Friday December 13, 2024 will not be considered.
- Applicants should speak to a willingness to complete the [Information Access and Protection of Privacy Certificate](#) through the University of Alberta.

How to Apply:

Please submit your resume and cover letter outlining why you want to work for the SK IPC and how your education and experience relates to the qualifications outlined in this job ad.

Please email it to the attention of Alyx Larocque, Executive Director of Research, Policy, and Compliance at alarocque@oipc.sk.ca.

We thank all candidates for their interest in our organization; however, only applicants selected for an interview will be contacted.