

Access and Privacy Analyst – 2 Term Positions

(2-year term with option of permanent)

Location: Regina

Closing Date: September 5, 2025

About Us:

The Office of the Saskatchewan Information and Privacy Commissioner (OIPC) 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 OIPC is an oversight office and is dedicated to advocating for the access and privacy rights of Saskatchewan citizens. OIPC 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.

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 such as law, public administration, education, social work or human justice is required. Equivalent combinations of education and experience will be considered.
- Preference will be given to candidates with extensive access and privacy experience.
- Preference will be given to candidates that have completed the *Information Access and Protection of Privacy* certificate program through the University of Alberta. Completion is required within 3 years of permanent employment. Work time and costs covered by OIPC.
- Extensive knowledge of FOIP, LA FOIP, HIPA and related federal, provincial and municipal laws and 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, conflict resolution 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.
- Experience working with MS Windows 11, MS Office 365, and Adobe Acrobat Pro.

What We Offer:

- Salary: MCP 7 rate with a current salary range of \$7,863 to \$10,223 month / \$94,356 to \$122,676 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 September 5, 2025, will not be considered.
- Applicants should indicate a willingness to complete the [Information Access and Protection of Privacy Certificate](#) through the University of Alberta in the cover letter.

How to Apply:

Please submit your resume and cover letter outlining why you want to work for the OIPC and how your education and experience relate 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.