



**DISTRICT OF SAANICH
SAANICH POLICE DEPARTMENT
ADMINISTRATION DIVISION**

**INFORMATION AND PRIVACY COORDINATOR
Regular Full Time Position**

The Saanich Police Department is seeking a motivated, qualified and experienced individual who will assist the Office of the Chief Constable in administering the Department's obligations under the Freedom of Information and Protection of Privacy Act (FIPPA). The IPC is responsible for the day-to-day management and coordination of inquiries and requests in relation to FIPPA and other legislative requirements. Areas of responsibility also include analysis, Privacy Impact Assessments, policy review and development, training and advice to staff.

The ideal candidate will have superior written and oral communications, interpersonal, customer-service and conflict resolution skills; strong critical/analytical thinking, problem-solving, dispute resolution and negotiation skills; capable of multi-tasking while balancing the need to resolve issues quickly with an effective thorough analysis and ability to identify and take appropriate steps to mitigate risks.

Requirements include: post secondary education diploma in a related field (degree preferred); five years experience working with FIPPA and / or other privacy legislation; legal or paralegal experience would be an asset; experience working in a police environment or other related field, preferably with primary responsibilities focused on privacy legislation; experience in undertaking information Privacy Impact Assessments preferred; accurate keyboarding skills of 40 wpm; possession of a valid BC Class 5 driver's licence and must pass/maintain the required enhanced security clearance including polygraph. Candidates with an equivalent combination of education and experience may be considered.

The annual salary for this exempt position is \$87,557 - \$92,165 with an excellent benefits package. Job description and competition information can be found at www.saanich.ca. Please apply by 11:45 p.m. on WEDNESDAY, JULY 26, 2017 quoting competition 160.17 to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7 (Fax 250-475-5550) or Email careers@saanich.ca. We thank all applicants for applying. Only those under consideration will be contacted.