



Privacy Analyst Regular Full Time (Exempt)

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

Coquitlam is in search of a Privacy Analyst to join our incredible team in the Clerk's Office Division! As the City of Coquitlam is obligated to comply with the requirements of the *Freedom of Information and Protection of Privacy Act* (FIPPA), this individual will lead work in this realm under the guidance of our Information, Privacy and Administrative Services Manager. The focus of this exempt position will be the day-to-day activities related to the development, implementation, maintenance and adherence to the City's formal Privacy Management Program (in accordance with recent amendments to FIPPA). The position will support the City's privacy initiatives, ensuring privacy practices, methods and corporate responsibilities are maintained and in compliance with FIPPA, the *Community Charter*, *Local Government Act*, Corporate Records Management policies and procedures, industry best practices and Government regulations. This position will also act as the subject matter expert for privacy related matters and will engage in activities such as managing the Privacy Impact Assessment (PIA) process, responding to privacy inquiries from the public and staff, investigating privacy breaches, conducting audits, providing training and/or reinforcing best practices as necessary. Additionally, this position will be responsible for the day-to-day processing of Freedom of Information (FOI) requests and will provide training and/or reinforce best practices as necessary in this area.

Minimum Qualifications

The successful candidate will bring forward three or more years of progressive experience in the area of privacy and information management. An undergraduate degree in Information Management, Public Administration, Archives or Records Management, Political Science, Law or a directly related field is required.

Preferred Qualifications

We are seeking a qualified candidate who is passionate about privacy related legislation and has an interest in protecting information on behalf of the City! A certificate in Information Management focusing on Privacy and/or a post-secondary program in this field would be considered an asset. Formal training in privacy principles, or access certification through a professional organization such as the International Association of Privacy Professionals CIPP/C is desired.

What We Offer:

This excluded position has an annual salary range of \$98,158 - \$106,168. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive



work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on April 22, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.