

## Public Service Job Evaluation Plan Rationale for the Privacy Officer

### Summary:

Factor	Rating	Points
Job Knowledge	H	280
Mental Demands	H	250
Interpersonal Communication	D	45
Physical Coordination/Dexterity	C	15
Work Assignments	G	190
Financial Resources	F	43
Physical Assets/Information	F	43
Human Resources	CD	14
Well-Being/Safety	C	15
Sensory Effort/Multiple Demands	C	12
Physical Effort	C	12
Surroundings	A	2
Hazards	B	4
<b>Total Points</b>		<b>925</b>

**Point band range: 925 – 1044 = Grid 30**

Factor 1	Job Knowledge	Rating	H	Points	
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Required to understand the theory of systems architecture, data management and privacy to provide advice and plan appropriate processes to address privacy issues protect a wide variety of data across 6 ministries and the Environmental Assessment Office and support executive/senior managers in responses to privacy breaches.

Privacy of data is a component of the IMB responsibility for security, therefore not significant enough to warrant I in factor 1, and will work with the other Security Architects to look at privacy issues and the Architects will look at the technical side of building security into systems that protect and provide limited access to the data.

Factor 2	Mental Demands	Rating	H	Points	
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Uses judgement to evaluate privacy policies, processes and standards relating to the collection, storage and access of data collected in 440 systems across the natural resource sector and EAO office where many systems are critical to the operations. The position will conduct privacy risk assessments and investigations and provide recommendations to the management/executive of steps to address the risk or to mitigation of damage from breaches. Recommendations of data access for other provinces, countries, companies or personal data collected for one reason being used for something else. Hunters information collected or company trade information and financial data could/has been requested by others for something different from why it was collected in the first place. TP needs to advise and make recommendations on access and will make recommendations on mitigation of breaches. Example, employees of Wildfire had their personal information released in a breach and the ministry paid \$500,000 to put ID and credit protection in place for those employees, this would be a recommendation from this position to mitigate the risk to employees.

=IS35

Factor 3	Interpersonal Communications	Rating	D	Points	
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Topic position will have conversations with multiple ministry executives, other provinces and as part of larger discussions with international clients regarding the privacy of data collected within the sector. Conflict will arise in these discussions

<b>Factor 4</b>	<b>Physical Coordination &amp; Dexterity</b>	<b>Rating</b>	<b>C</b>	<b>Points</b>	
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Factor 5 =IS35

Guided by general privacy, information and data management policies, standards and guidelines to plan and evaluate privacy issues on collection storage and risks to data collected across the 6 ministries and EAO. Topic position will take on the role previously played by the Information Access Office in advising executive and managers on the protection and access to data. Data and risks include internal and external considerations with significant financial/business/reputation considerations

Factor 6 (411)

Considerable financial responsibility to conduct risk assessments of privacy breaches of data that is both internal and external impacts. Recommendations to mitigate can be significant, see example in Factor 2. Other business risks could include PIA and information sharing agreements in situations like Soft Wood Lumber and release of costs and revenues from the forest industry.

<b>Factor 7</b>	<b>Responsibility for Physical Assets / Info</b>	<b>Rating</b>	<b>F</b>	<b>Points</b>	
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<b>Factor 8</b>	<b>Responsibility for Human Resources</b>	<b>Rating</b>	<b>CD</b>	<b>Points</b>	
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Position will lead projects and teams on privacy response and planning. Eventually this position will have direct reports when transition of full responsibilities is complete from IAO.

<b>Factor 9</b>	<b>Responsibility for Well-being / Safety of Others</b>	<b>Rating</b>	<b>C</b>	<b>Points</b>	
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<b>Factor 10</b>	<b>Sensory Effort / Multiple Demands</b>	<b>Rating</b>	<b>C</b>	<b>Points</b>	
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<b>Factor 11</b>	<b>Physical Effort</b>	<b>Rating</b>	<b>C</b>	<b>Points</b>	
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<b>Factor 12</b>	<b>Surroundings</b>	<b>Rating</b>	<b>A</b>	<b>Points</b>	
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<b>Factor 13</b>	<b>Hazards</b>	<b>Rating</b>	<b>B</b>	<b>Points</b>	
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**TITLE:** PRIVACY OFFICER

**CLASSIFICATION:** INFORMATION SYSTEMS 30

**MINISTRY:** FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS

**WORK UNIT:** INFORMATION MANAGEMENT BRANCH

**SUPERVISOR TITLE:** DIRECTOR, ARCHITECTURES

**SUPERVISOR POSITION #:** 00094684

## JOB OVERVIEW

Responsible for the planning, analysis, development and coordination of Natural Resource Sector (NRS) specific policies and procedures in response to the *Freedom of Information and Protection of Privacy Act (FIPPA)*; developing and promoting current and proposed programs and services to support compliance with the legislation and with the BC Government's Privacy Management and Accountability Policy; guiding the development of existing and new information systems and initiatives to ensure compliance with FIPPA; overseeing the review of, and providing direction on, complex, sensitive privacy breaches; directs the NRS Ministries and client organizations in the development of privacy strategies that meet long and short-term service plans.

## ACCOUNTABILITIES

- Plans and develops strategies to implement privacy controls and best-practices as defined by privacy-by-design. Works with client groups and IMB staff to ensure requirements are met;
- Lead the analysis of new legislation, Cabinet documents and program proposals discussed at Cabinet, Treasury Board and/or Deputy Ministers' committees to assess the impact of information access and privacy issues on the NRS;
- Develop and recommend Sector specific privacy policies in consultation with the Ministry of Finance (MFIN) Privacy, Compliance and Training Branch;
- Coordinate and manage Sector compliance with government's Privacy Management and Accountability Policy (PMAP)
- Act as the first point of contact for the MFIN Privacy, Compliance and Training Branch regarding the Sector's compliance with the PMAP;
- Coordinate and manage compliance with corporate directions, policies, processes, guidelines, and use of standard templates for Privacy Impact Assessments (PIAs), Information Sharing Agreements (ISAs), Research Assignments (RAs), Integrated Program Agreements (IPAs), audits, and other required assessments, agreements or reports;
- Create and maintain a record of all Sector PIAs, ISAs, IPAs and Research Agreements, and monitor their completion status;
- Ensure Sector program initiatives address existing and emerging privacy issues and work with program branches in the development of new programs and information systems to ensure compliance with FOIPPA requirements including conducting cost/benefit analyses as appropriate;
- Develop and recommend internal processes and lead the completion of PIAs, ISAs and IPAs within the Sector by providing guidance, processes and procedures to business area clients;
- Review and approve all PIAs prior to submission to the MFIN Privacy, Compliance and Training Branch;
- Manage the Sector's updates to the government's Personal Information Directory (PID) for all ISAs and Personal Information Banks (PIBs);
- Create and maintain a personal information inventory for the Sector's information holdings, including classification of Personal Information in those holdings;
- Develop and implement an ongoing education and awareness program, and provide Sector-specific privacy training to all employees, volunteers, contractors and service providers;

Career Group:

Job Family:

Job Stream:

Role:

Revised Date:

Nov 2015

- Track the Sector's completion of mandatory corporate privacy and information sharing training (IM111), including employees, volunteers, contractors and service providers;
- Lead Annual Privacy Audit for Sector and provide results to CIO and MFIN;
- Lead/assist privacy management audits initiated by MFIN or OAG;
- Investigate breaches of privacy and formulate proposals for remedial measures. Prepare comprehensive reports and briefings for senior Sector Executives with appropriate evaluations and analyses and recommend action;
- Prepare and provide to the MFIN Privacy, Compliance and Training Branch reports of actions taken and preventive measures implemented following privacy breaches;
- Ensure Sector employees, contractors and service providers are informed of the BC Government's Information Incident Management Process policy, and that all privacy breaches are managed according to the policy;
- Manage projects as required, providing direction to project staff;
- Manage staff.

## JOB REQUIREMENTS

- A university degree in information management or information technology, or related field and considerable recent related experience including:
  - At least 2 years' experience developing enterprise privacy policy frameworks, and/or involved in day to day decision making in the context of FOIPPA;
  - At least 2 years' experience relating business requirements to privacy regulations;
  - Recent experience (within 12 months) conducting Privacy Impact Assessments;
  - Preference may be given to applicants with recent experience (within 12 months) with the reporting and management of privacy incidents;
  - Identifying and evaluating privacy risks from a business and technological standpoint;
  - Experience managing confidential issues with tact and diplomacy;
  - Ability to handle high pressure, time sensitive issues quickly and accurately.
- Experience in the following preferred:
  - Providing training to staff;
  - Leading projects.
- Desirable certification:
  - International Association of Privacy Professionals (IAPP), or equivalent
    - CIPT – Certified Information Privacy Technologist
    - CIPP/C – Certified Information Privacy Professional / Canada
    - CIPM – Certified Information Privacy Manager
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

## COMPETENCIES

- **Partners with Stakeholders** is the desire to work co-operatively with all stakeholders to meet mutual goals. It involves awareness that a relationship based on trust is the foundation for success in delivering results.
- **Impact and Influence** is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Conceptual Thinking** is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.
- **Problem Solving and Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Expertise** includes the motivation to expand and use technical knowledge or to distribute work-related knowledge to others.
- **Holding People Accountable** involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.
- **Innovation** indicates an effort to improve performance by doing or promoting new things, such as introducing a previously unknown or untried solution or procedure to the specific area or organization.

**Position Details**

Req #	32120
Position Number	00112238
Ministry ADM	
Hiring Manager	Nicholas Corcoran
Position Classification	Information Systems R30
Ministry / Organization	BC128 - FLNRO and Rural Development
Ministry Branch / division	Information Management Branch /CorporateServicesfortheNaturalResourceSector
Ministry approval to hire	Yes
Full / Part Time	Full-time
Employee Class (not posted)	Regular Full Time
Job Type (displayed on posting)	Regular Full Time
Temporary End Date	
FTE	1
Location	Victoria
Salary PPlan	GEU
Job Grade	30A
Union Code	GEU

**Position Options & Status**

Posting Title	ISL 30R - Privacy Officer
Job Profile	<a href="#">IS_30_Privacy_Officer_FLNRO_JP_final.docx</a>
Requisition Image	*Cover Letter

**Job summary****Privacy Officer**

**Salary: \$70,841.84 - \$81,071.72 annually + 9.9% Temporary Market Adjustment**

- An eligibility list may be established.

***Take your career to the next level in this challenging role!***

The Natural Resource Sector provides a challenging opportunity to develop and execute a privacy program for 6 BC Government Ministries. Many projects and/or programs, including the Natural Resource Permitting Project, require cross-ministry oversight, where legislation and information sharing needs must be well understood to be successful. The Privacy Officer will play a key role in ensuring these areas are properly assessed in order to provide appropriate protection of personal information for citizens that consume our services.

The Privacy Officer, is responsible for the planning, analysis, development and coordination of Natural Resource Sector (NRS) specific policies and procedures in response to the *Freedom of Information and Protection of Privacy Act (FIPPA)*; developing and promoting current and proposed programs and services to support compliance with the legislation and with the BC Government's Privacy Management and Accountability Policy; guiding the development of existing and new information systems and initiatives to ensure compliance with FIPPA; overseeing the review of, and providing direction on, complex, sensitive privacy breaches; directs the NRS Ministries and client organizations in the development of privacy strategies that meet long and short-term service plans.

**For a full description of accountabilities and qualifications, please review the attached job profile.**

To learn more about this opportunity, please contact [Nick.Corcoran@gov.bc.ca](mailto:Nick.Corcoran@gov.bc.ca) **DO NOT APPLY TO THIS EMAIL ADDRESS.** For more information about how to create or update your profile, please refer to the "How to Apply" section below.

**NOTE:** Applications will be accepted until 11:59 pm Pacific Time on the closing date of the competition.

**Job Qualifications**

In order to be considered for this position, your application must clearly demonstrate how you meet the education and experience as outlined in the attached Job Profile.

Applicants selected to move forward in the hiring process may be assessed on the Knowledge, Skills, Abilities and Competencies as outlined in the attached Job Profile.

A criminal records check is required.

**Application requirements:**

- **Resume required: YES.** Your resume should provide detailed information about your education and employment history as it relates to the required job qualifications. In order to be considered for this competition you must include the month and year(s) for each work employment history as well as the job related responsibilities.
- **Cover letter required: YES.** A cover letter is required as part of your application. *Clearly identify how you meet the qualifications necessary for this position*
- **Questionnaire required: YES.** The comprehensive questionnaire will be used for screening of required qualifications (education, experience, designations, etc). **Note:** *Your resume, submitted through your online profile, may be used to support the information you provide in your questionnaire.*

**IMPORTANT:** The online questionnaire cannot be saved and will time out after 60 minutes. You will need to complete the questionnaire and submit your application within 60 minutes or you will lose any information you have entered. If you require more time to prepare your responses, copy the questions and prepare your responses outside of the system and paste them into the online questionnaire when you are ready to apply. Further instructions are provided in the questionnaire and are also available on the [Apply for the Job](#) page on MyHR.

Comments (Internal only)	Hiring Manager: Fary Eriksson Secondary Contact Name: Nick Corcoran CRM#160308-000748
Job Status	Cancelled
Category	Information Management/Information Technology
Post Date	2016-03-24
Close Date	2016-04-07
Planned Referral Date	
Planned Offer Date	
# of Openings	1
Recruitment Team	Licensed Professional
Recruiter Assigned	Evelyn Pritchard
Jobseeker can view Recruiter info?	No
Restricted Pools	
Isolation Allowance	No
TMA	Yes
Security Screening Required?	No
Security Requirement Type	
Last Review Date	

## Questionnaire

Questionnaire Title	A - FREE TEXT QUALIFICATIONS QUESTIONNAIRE TEMPLATE (EXTERNAL)
For	32120
Screened to Minimum Score	0
Maximum possible score	0

Q#	Questions	
1	<p>You are about to apply for a position with the BC Public Service. Have you updated your resume profile to clearly demonstrate how you meet the qualifications? If NOT, click Career Centre to access and edit your profile.</p> <p>Once you have completed this questionnaire and hit "submit", you will NOT have an option to attach a cover letter or modify your resume any further.</p>	Yes, I confirm
2	<p>Are you currently employed by the Province of British Columbia? (see info button)</p> <p>A current employee is defined as an individual who is actively employed by or has in-service status with a government of BC Ministry, Agency, Board or Commission that is governed by the BC Public Service Act.</p>	Yes No
3	<p>If you answered "Yes" to the question above, which of the following best describes your current status as an employee of the Province of British Columbia:</p> <p>Select "Other" as a response if you are an auxiliary employee on lay off with active recall rights, have in-service status with the provincial government but are on leave or work for an organization that does not use IDIR authentication, etc.</p>	Regular full time or part time government employee Auxiliary government employee with less than 210 hours Auxiliary government employee with more than 210 hours Other – see info button None of the above – I am not a government employee
4	<p>If you are a current or former BC Public Service employee, information concerning your past work performance may be collected from any public body within the BC Public Service for consideration in assessing your application for this opportunity.</p>	Yes, I agree No, I do not agree I am not a current or former BC Public Service employee



5	<p>In the following section you will be required to provide complete, but concise responses in plain text format. Responses should be succinct – up to 10 lines or 200 words. Responses such as "see my CV" are unacceptable. Click the "i" for more information</p> <p>See the example showing the level of detail required of your responses: Question: Please describe when, where and how you obtained minimum 1 year experience giving presentations to a wide variety of audiences. Answer: While working at (company name) as (job title) from (date) until (date) I have developed presentation materials and delivered presentations weekly to an audience ranging from 20 to 100. In my current role as (Job title) with (company name) I am responsible for delivering training and presentations to internal audience of up to 30 employees. I deliver 2-3 presentations per month. In my current role I deliver presentations and training to staff and management at all levels from entry level to executive level management.</p>	Yes, I understand
6	<p>The Online Questionnaire cannot be saved and will time out after 60 minutes. You must complete the questionnaire and submit your application within 60 minutes or you will lose any information you have entered. Click the "i" for more information.</p> <p>To ensure you don't lose your work, we encourage you to copy the questions and prepare your responses outside of the system. Your prepared responses to any questions requiring free form text can simply be pasted into the space provided when you are ready.</p>	Yes, I understand
7	As supported in my resume, I have at least 2 years' experience developing enterprise privacy policy frameworks, and/or involved in day to day decision making in the context of FIPPA.	Yes No
8	As supported in my resume I have at least 2 years' experience relating business requirements to privacy regulations.	Yes No
9	As supported in my resume, I have recent experience (within 12 months) conducting Privacy Impact Assessments.	Yes No
10	As supported in my resume, I have experience identifying and evaluating privacy risks from a business and technological standpoint.	Yes No

11	As supported in my resume, I have experience managing confidential issues with tact and diplomacy.	Yes No
12	<p>As supported in resume, describe HOW you meet a combination of university degree in info management/technology, or related field, PLUS considerable recent related experience. Equivalent combination of educ/experience/training may be considered. Click "I"</p> <p>This position requires a University Degree in information management or information technology ore related field, PLUS considerable recent related experience. An equivalent combination of education, experience and training MAY be considered. Related experience SHOULD INCLUDE the following: * At least 2 years' experience developing enterprise privacy policy frameworks, and/or involved in day to day decision making in the context of FIPPA. * At least 2 years' experience relating business requirements to privacy regulations. * Recent experience (within 12 months) conducting Privacy Impact Assessments. * Identifying and evaluating privacy risks from a business and technological standpoint. * Experience managing confidential issues with tact and diplomacy. Please provide a complete, but concise response in plain text format. Response should be succinct – up to 10 lines or 200 words. Responses such as "see my CV" are unacceptable. Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples. Indicate N/A if you do not meet this combination of education and experience requirement</p>	
13	As supported in my resume, I have experience providing training to staff. (This may be a preferred qualification.)	Yes No
14	As supported in my resume, I have experience leading projects. (This may be a preferred qualification.)	Yes No
15	As supported in my resume, I have recent experience (within 12 months) with the reporting and management of privacy incidents. (This may be a preferred qualification.)	Yes No

16	A supported in my resume, I have Certification thru the International Association of Privacy Professionals (IAPP), or equivalent. Please select the response which best reflects your completed certification. (This may be a preferred qualification.)	CIPT – Certified Information Privacy Technologist CIPP/C – Certified Information Privacy Professional / Canada CIPM – Certified Information Privacy Manager other equivalent certification I have not completed this type of certification
17	I certify that all information submitted is true and complete. I understand that any information provided by me in my application that is found to be false or misrepresented in any respect, may eliminate me from further consideration.	Yes, I certify

**TITLE:** PRIVACY OFFICER **CLASSIFICATION:** INFORMATION SYSTEMS 30

**MINISTRY:** FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS **WORK UNIT:** INFORMATION MANAGEMENT BRANCH

**SUPERVISOR TITLE:** DIRECTOR, ARCHITECTURES **SUPERVISOR POSITION #:** 00094684

## JOB OVERVIEW

The Natural Resource Sector provides a challenging opportunity to develop and execute a privacy program for 6 BC Government Ministries. Many projects and/or programs, including the Natural Resource Permitting Project, require cross-ministry oversight, where legislation and information sharing needs must be well understood to be successful. The Privacy Officer will play a key role in ensuring these areas are properly assessed in order to provide appropriate protection of personal information for citizens that consume our services.

Responsible for the planning, analysis, development and coordination of Natural Resource Sector (NRS) specific policies and procedures in response to the *Freedom of Information and Protection of Privacy Act (FIPPA)*; developing and promoting current and proposed programs and services to support compliance with the legislation and with the BC Government's Privacy Management and Accountability Policy; guiding the development of existing and new information systems and initiatives to ensure compliance with FIPPA; overseeing the review of, and providing direction on, complex, sensitive privacy breaches; directs the NRS Ministries and client organizations in the development of privacy strategies that meet long and short-term service plans.

## ACCOUNTABILITIES

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- Coordinate and manage Sector compliance with government's Privacy Management and Accountability Policy (PMAP)
- Act as the first point of contact for the MFIN Privacy, Compliance and Training Branch regarding the Sector's compliance with the PMAP;
- Coordinate and manage compliance with corporate directions, policies, processes, guidelines, and use of standard templates for Privacy Impact Assessments (PIAs), Information Sharing Agreements (ISAs), Research Assignments (RAs), Integrated Program Agreements (IPAs), audits, and other required assessments, agreements or reports;
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- Develop and recommend internal processes and lead the completion of PIAs, ISAs and IPAs within the Sector by providing guidance, processes and procedures to business area clients;
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- Create and maintain a personal information inventory for the Sector's information holdings, including classification of Personal Information in those holdings;
- Develop and implement an ongoing education and awareness program, and provide Sector-specific privacy training to all employees, volunteers, contractors and service providers;
- Track the Sector's completion of mandatory corporate privacy and information sharing training (IM111), including employees, volunteers, contractors and service providers;
- Lead Annual Privacy Audit for Sector and provide results to CIO and MFIN;
- Lead/assist privacy management audits initiated by MFIN or OAG;
- Investigate breaches of privacy and formulate proposals for remedial measures. Prepare comprehensive reports and briefings for senior Sector Executives with appropriate evaluations and analyses and recommend action;
- Prepare and provide to the MFIN Privacy, Compliance and Training Branch reports of actions taken and preventive measures implemented following privacy breaches;
- Ensure Sector employees, contractors and service providers are informed of the BC Government's Information Incident Management Process policy, and that all privacy breaches are managed according to the policy;
- Manage projects as required, providing direction to project staff;  
Manage staff.

#### **JOB REQUIREMENTS**

- A university degree in information management or information technology, or related field, PLUS considerable recent related experience which should include:
  - At least 2 years' experience developing enterprise privacy policy frameworks, and/or involved in day to day decision making in the context of FIPPA.
  - At least 2 years' experience relating business requirements to privacy regulations.
  - Recent experience (within 12 months) conducting Privacy Impact Assessments.
  - Identifying and evaluating privacy risks from a business and technological standpoint.
  - Experience managing confidential issues with tact and diplomacy.

Note: An equivalent combination of education, experience and training may be considered.

- Preference may be given to the following:
  - Experience providing training to staff.
  - Experience leading projects.
- Recent experience (within 12 months) with the reporting and management of privacy incidents.
- Certification thru the *International Association of Privacy Professionals (IAPP)*, or equivalent (as per below):
  - CIPT – Certified Information Privacy Technologist
  - CIPP/C – Certified Information Privacy Professional / Canada
  - CIPM – Certified Information Privacy Manager

Career Group:

Job Family:

Job Stream:

Role:

Revised Date:

Nov 2015

### Knowledge, Skills and Abilities:

- Ability to handle high pressure, time sensitive issues quickly and accurately.
- Ability to effectively communicate both verbally and in writing.
- Knowledge of Federal and Provincial Data Classification Frameworks
- Knowledge of the Privacy Management and Accountability Policy
- Knowledge of the Personal Information Protection Act
- Knowledge of the Office of the Information and Privacy Commissioner's mandate and jurisdiction

### COMPETENCIES

- **Partners with Stakeholders** is the desire to work co-operatively with all stakeholders to meet mutual goals. It involves awareness that a relationship based on trust is the foundation for success in delivering results.
- **Impact and Influence** is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.
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- **Holding People Accountable** involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.
- **Innovation** indicates an effort to improve performance by doing or promoting new things, such as introducing a previously unknown or untried solution or procedure to the specific area or organization.
- A successful criminal records check is required.

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**Position Details**

Req #	33607
Position Number	00112238
Ministry ADM	
Hiring Manager	Fary Eriksson
Position Classification	Information Systems R30
Ministry / Organization	BC128 - FLNRO and Rural Development
Ministry Branch / division	Information Management Branch/CorporateServicesfortheNaturalResourceSector
Ministry approval to hire	Yes
Full / Part Time	Full-time
Employee Class (not posted)	Regular Full Time
Job Type (displayed on posting)	Regular Full Time
Temporary End Date	
FTE	1
Location	Victoria
Salary PLa	GEU
Job Grade	30A
Union Code	GEU

**Position Options & Status**

Posting Title	ISL 30R - Privacy Officer
Job Profile	<a href="#">IS_30_Privacy_Officer_FLNRO_JP_May_2016.docx</a>
Requisition Image	*Cover Letter

**Job summary****Privacy Officer**

**Salary: \$71,196.13 - \$81,477.14 annually + 9.9% Temporary Market Adjustment**

**Note: Amendment June 1 - Closing date extended to June 9, 2016**

- An eligibility list may be established.

***Take your career to the next level in this challenging role!***

The Natural Resource Sector provides a challenging opportunity to develop and execute a privacy program for 6 BC Government Ministries. Many projects and/or programs, including the Natural Resource Permitting Project, require cross-ministry oversight, where legislation and information sharing needs must be well understood to be successful. The Privacy Officer will play a key role in ensuring these areas are properly assessed in order to provide appropriate protection of personal information for citizens that consume our services.

The Privacy Officer, is responsible for the planning, analysis, development and coordination of Natural Resource Sector (NRS) specific policies and procedures in response to the *Freedom of Information and Protection of Privacy Act (FIPPA)*; developing and promoting current and proposed programs and services to support compliance with the legislation and with the BC Government's Privacy Management and Accountability Policy; guiding the development of existing and new information systems and initiatives to ensure compliance with FIPPA; overseeing the review of, and providing direction on, complex, sensitive privacy breaches; directs the NRS Ministries and client organizations in the development of privacy strategies that meet long and short-term service plans.

**For a full description of accountabilities and qualifications, please review the attached job profile.**

To learn more about this opportunity, please contact [Nick.Corcoran@gov.bc.ca](mailto:Nick.Corcoran@gov.bc.ca) **DO NOT APPLY TO THIS EMAIL ADDRESS.** For more information about how to create or update your profile, please refer to the "How to Apply" section below.

**NOTE:** Applications will be accepted until 11:59 pm Pacific Time on the closing date of the competition.



## Job Qualifications

In order to be considered for this position, your application must clearly demonstrate how you meet the education and experience as outlined in the attached Job Profile.

Applicants selected to move forward in the hiring process may be assessed on the Knowledge, Skills, Abilities and Competencies as outlined in the attached Job Profile.

A criminal records check is required.

### Application requirements:

- **Resume required: YES.** Your resume should provide detailed information about your education and employment history as it relates to the required job qualifications. In order to be considered for this competition you must include the month and year(s) for each work employment history as well as the job related responsibilities.
- **Cover letter required: YES.** A cover letter is required as part of your application. *Clearly identify how you meet the qualifications necessary for this position*
- **Questionnaire required: YES.** The comprehensive questionnaire will be used for screening of required qualifications (education, experience, designations, etc). **Note:** *Your resume, submitted through your online profile, may be used to support the information you provide in your questionnaire.*

**IMPORTANT:** The online questionnaire cannot be saved and will time out after 60 minutes. You will need to complete the questionnaire and submit your application within 60 minutes or you will lose any information you have entered. If you require more time to prepare your responses, copy the questions and prepare your responses outside of the system and paste them into the online questionnaire when you are ready to apply. Further instructions are provided in the questionnaire and are also available on the [Apply for the Job](#) page on MyHR.

<b>Comments (Internal only)</b>	HM - Fary Eriksson / Nicholas Corcoran SR - 160513-000482 External full time Additional Comments: Please direct to Evelyn Pritchard and Celyne Hodges as they assisted with the Internal posting competition.  I made a small edit in the questionnaire, removing FOIPPA and replacing with privacy legislation/regulation. Job posting and profile are identical to the internal posting.
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<b>Job Status</b>	Filled
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<b>Category</b>	Information Management/Information Technology
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<b>Post Date</b>	2016-05-19
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<b>Close Date</b>	2016-06-09
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<b>Planned Referral Date</b>	
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<b>Planned Offer Date</b>	
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<b># of Openings</b>	1
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<b>Recruitment Team</b>	Corporate services and management
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<b>Recruiter Assigned</b>	Evelyn Pritchard
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<b>Jobseeker can view Recruiter info?</b>	No
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<b>Restricted Pools</b>	
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<b>Isolation Allowance</b>	No
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<b>TMA</b>	Yes
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<b>Security Screening Required?</b>	No
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<b>Security Requirement Type</b>	
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<b>Last Review Date</b>	
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## Questionnaire

Questionnaire Title	A - FREE TEXT QUALIFICATIONS QUESTIONNAIRE TEMPLATE (EXTERNAL)
For	33607
Screened to Minimum Score	0
Maximum possible score	0

Q#	Questions	
1	<p>You are about to apply for a position with the BC Public Service. Have you updated your resume profile to clearly demonstrate how you meet the qualifications? If NOT, click Career Centre to access and edit your profile.</p> <p>Once you have completed this questionnaire and hit "submit", you will NOT have an option to attach a cover letter or modify your resume any further.</p>	Yes, I confirm
2	<p>Are you currently employed by the Province of British Columbia? (see info button)</p> <p>A current employee is defined as an individual who is actively employed by or has in-service status with a government of BC Ministry, Agency, Board or Commission that is governed by the BC Public Service Act.</p>	Yes No
3	<p>If you answered "Yes" to the question above, which of the following best describes your current status as an employee of the Province of British Columbia:</p> <p>Select "Other" as a response if you are an auxiliary employee on lay off with active recall rights, have in-service status with the provincial government but are on leave or work for an organization that does not use IDIR authentication, etc.</p>	Regular full time or part time government employee Auxiliary government employee with less than 210 hours Auxiliary government employee with more than 210 hours Other – see info button None of the above – I am not a government employee
4	<p>If you are a current or former BC Public Service employee, information concerning your past work performance may be collected from any public body within the BC Public Service for consideration in assessing your application for this opportunity.</p>	Yes, I agree No, I do not agree I am not a current or former BC Public Service employee

5	<p>In the following section you will be required to provide complete, but concise responses in plain text format. Responses should be succinct – up to 10 lines or 200 words. Responses such as "see my CV" are unacceptable. Click the "i" for more information</p> <p>See the example showing the level of detail required of your responses: Question: Please describe when, where and how you obtained minimum 1 year experience giving presentations to a wide variety of audiences. Answer: While working at (company name) as (job title) from (date) until (date) I have developed presentation materials and delivered presentations weekly to an audience ranging from 20 to 100. In my current role as (Job title) with (company name) I am responsible for delivering training and presentations to internal audience of up to 30 employees. I deliver 2-3 presentations per month. In my current role I deliver presentations and training to staff and management at all levels from entry level to executive level management.</p>	Yes, I understand
6	<p>The Online Questionnaire cannot be saved and will time out after 60 minutes. You must complete the questionnaire and submit your application within 60 minutes or you will lose any information you have entered. Click the "i" for more information.</p> <p>To ensure you don't lose your work, we encourage you to copy the questions and prepare your responses outside of the system. Your prepared responses to any questions requiring free form text can simply be pasted into the space provided when you are ready.</p>	Yes, I understand
7	As supported in my resume, I have at least 2 years' experience developing enterprise privacy policy frameworks, and/or involved in day to day decision making in the context of privacy legislation/regulations (e.g. FOIPPA).	Yes No
8	As supported in my resume I have at least 2 years' experience relating business requirements to privacy regulations.	Yes No
9	As supported in my resume, I have recent experience (within 12 months) conducting Privacy Impact Assessments.	Yes No
10	As supported in my resume, I have experience identifying and evaluating privacy risks from a business and technological standpoint.	Yes No

11	As supported in my resume, I have experience managing confidential issues with tact and diplomacy.	Yes No
12	<p>As supported in resume, describe HOW you meet a combination of university degree in info management/technology, or related field, PLUS considerable recent related experience. Equivalent combination of educ/experience/training may be considered. Click "I"</p> <p>This position requires a University Degree in information management or information technology ore related field, PLUS considerable recent related experience. An equivalent combination of education, experience and training MAY be considered. Related experience SHOULD INCLUDE the following: * At least 2 years' experience developing enterprise privacy policy frameworks, and/or involved in day to day decision making in the context of privacy legislation/regulations (e.g. FOIPPA). * At least 2 years' experience relating business requirements to privacy regulations. * Recent experience (within 12 months) conducting Privacy Impact Assessments. * Identifying and evaluating privacy risks from a business and technological standpoint. * Experience managing confidential issues with tact and diplomacy. Please provide a complete, but concise response in plain text format. Response should be succinct – up to 10 lines or 200 words. Responses such as "see my CV" are unacceptable. Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples. Indicate N/A if you do not meet this combination of education and experience requirement.</p>	
13	As supported in my resume, I have experience leading projects. (This may be a preferred qualification.)	Yes No
14	As supported in my resume, I have experience providing training to staff. (This may be a preferred qualification.)	Yes No
15	As supported in my resume, I have recent experience (within 12 months) with the reporting and management of privacy incidents. (This may be a preferred qualification.)	Yes No

16	<p>A supported in my resume, I have Certification thru the International Association of Privacy Professionals (IAPP), or equivalent. Please select the response which best reflects your completed certification. (This may be a preferred qualification.)</p>	<p>CIPT – Certified Information Privacy Technologist  CIPP/C – Certified Information Privacy Professional / Canada  CIPM – Certified Information Privacy Manager  other equivalent certification  I have not completed this type of certification</p>
17	<p>I certify that all information submitted is true and complete. I understand that any information provided by me in my application that is found to be false or misrepresented in any respect, may eliminate me from further consideration.</p>	<p>Yes, I certify</p>
18	<p>As supported in resume, describe HOW you meet a combination of university degree in info management/technology, or related field, PLUS considerable recent related experience. Equivalent combination of educ/experience/training may be considered. Click "I"</p> <p>This position requires a University Degree in information management or information technology ore related field, PLUS considerable recent related experience. An equivalent combination of education, experience and training MAY be considered. Related experience SHOULD INCLUDE the following: * At least 2 years' experience developing enterprise privacy policy frameworks, and/or involved in day to day decision making in the context of privacy legislation/regulations (e.g. FOIPPA). * At least 2 years' experience relating business requirements to privacy regulations. * Recent experience (within 12 months) conducting Privacy Impact Assessments. * Identifying and evaluating privacy risks from a business and technological standpoint. * Experience managing confidential issues with tact and diplomacy. Please provide a complete, but concise response in plain text format. Response should be succinct – up to 10 lines or 200 words. Responses such as "see my CV" are unacceptable. Clearly demonstrate HOW, WHEN, WHERE the qualification was met through substantiation by examples. Indicate N/A if you do not meet this combination of education and experience requirement.</p>	

**TITLE:** PRIVACY OFFICER

**CLASSIFICATION:** INFORMATION SYSTEMS 30

**MINISTRY:** FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS

**WORK UNIT:** INFORMATION MANAGEMENT BRANCH

**SUPERVISOR TITLE:** DIRECTOR, ARCHITECTURES

**SUPERVISOR POSITION #:** 00094684

## JOB OVERVIEW

The Natural Resource Sector provides a challenging opportunity to develop and execute a privacy program for 6 BC Government Ministries. Many projects and/or programs, including the Natural Resource Permitting Project, require cross-ministry oversight, where legislation and information sharing needs must be well understood to be successful. The Privacy Officer will play a key role in ensuring these areas are properly assessed in order to provide appropriate protection of personal information for citizens that consume our services.

Responsible for the planning, analysis, development and coordination of Natural Resource Sector (NRS) specific policies and procedures in response to the *Freedom of Information and Protection of Privacy Act (FIPPA)*; developing and promoting current and proposed programs and services to support compliance with the legislation and with the BC Government's Privacy Management and Accountability Policy; guiding the development of existing and new information systems and initiatives to ensure compliance with FIPPA; overseeing the review of, and providing direction on, complex, sensitive privacy breaches; directs the NRS Ministries and client organizations in the development of privacy strategies that meet long and short-term service plans.

## ACCOUNTABILITIES

- Plans and develops strategies to implement privacy controls and best-practices as defined by privacy-by-design. Works with client groups and IMB staff to ensure requirements are met;
- Lead the analysis of new legislation, Cabinet documents and program proposals discussed at Cabinet, Treasury Board and/or Deputy Ministers' committees to assess the impact of information access and privacy issues on the NRS;
- Develop and recommend Sector specific privacy policies in consultation with the Ministry of Finance (MFIN) Privacy, Compliance and Training Branch;
- Coordinate and manage Sector compliance with government's Privacy Management and Accountability Policy (PMAP)
- Act as the first point of contact for the MFIN Privacy, Compliance and Training Branch regarding the Sector's compliance with the PMAP;
- Coordinate and manage compliance with corporate directions, policies, processes, guidelines, and use of standard templates for Privacy Impact Assessments (PIAs), Information Sharing Agreements (ISAs), Research Assignments (RAs), Integrated Program Agreements (IPAs), audits, and other required assessments, agreements or reports;
- Create and maintain a record of all Sector PIAs, ISAs, IPAs and Research Agreements, and monitor their completion status;
- Ensure Sector program initiatives address existing and emerging privacy issues and work with program branches in the development of new programs and information systems to ensure compliance with FIPPA requirements including conducting cost/benefit analyses as appropriate;

Career Group:

Job Family:

Job Stream:

Role:

Revised Date:

Nov 2015

- Develop and recommend internal processes and lead the completion of PIAs, ISAs and IPAs within the Sector by providing guidance, processes and procedures to business area clients;
- Review and approve all PIAs prior to submission to the MFIN Privacy, Compliance and Training Branch;
- Manage the Sector's updates to the government's Personal Information Directory (PID) for all ISAs and Personal Information Banks (PIBs);
- Create and maintain a personal information inventory for the Sector's information holdings, including classification of Personal Information in those holdings;
- Develop and implement an ongoing education and awareness program, and provide Sector-specific privacy training to all employees, volunteers, contractors and service providers;
- Track the Sector's completion of mandatory corporate privacy and information sharing training (IM111), including employees, volunteers, contractors and service providers;
- Lead Annual Privacy Audit for Sector and provide results to CIO and MFIN;
- Lead/assist privacy management audits initiated by MFIN or OAG;
- Investigate breaches of privacy and formulate proposals for remedial measures. Prepare comprehensive reports and briefings for senior Sector Executives with appropriate evaluations and analyses and recommend action;
- Prepare and provide to the MFIN Privacy, Compliance and Training Branch reports of actions taken and preventive measures implemented following privacy breaches;
- Ensure Sector employees, contractors and service providers are informed of the BC Government's Information Incident Management Process policy, and that all privacy breaches are managed according to the policy;
- Manage projects as required, providing direction to project staff;  
Manage staff.

#### **JOB REQUIREMENTS**

- A university degree in information management or information technology, or related field, PLUS considerable recent related experience which should include:
  - At least 2 years' experience developing enterprise privacy policy frameworks, and/or involved in day to day decision making in the context of privacy legislation/regulations (e.g. FOIPPA).
  - At least 2 years' experience relating business requirements to privacy regulations.
  - Recent experience (within 12 months) conducting Privacy Impact Assessments.
  - Identifying and evaluating privacy risks from a business and technological standpoint.
  - Experience managing confidential issues with tact and diplomacy.

Note: An equivalent combination of education, experience and training may be considered.

- Preference may be given to the following:
  - Experience providing training to staff.
  - Experience leading projects.
- Recent experience (within 12 months) with the reporting and management of privacy incidents.
- Certification thru the *International Association of Privacy Professionals (IAPP)*, or equivalent (as per below):
  - CIPT – Certified Information Privacy Technologist
  - CIPP/C – Certified Information Privacy Professional / Canada
  - CIPM – Certified Information Privacy Manager

Career Group:

Job Family:

Job Stream:

Role:

Revised Date:

Nov 2015

### Knowledge, Skills and Abilities:

- Ability to handle high pressure, time sensitive issues quickly and accurately.
- Ability to effectively communicate both verbally and in writing.
- Knowledge of Federal and Provincial Data Classification Frameworks
- Knowledge of the Privacy Management and Accountability Policy
- Knowledge of the Personal Information Protection Act
- Knowledge of the Office of the Information and Privacy Commissioner's mandate and jurisdiction

### COMPETENCIES

- **Partners with Stakeholders** is the desire to work co-operatively with all stakeholders to meet mutual goals. It involves awareness that a relationship based on trust is the foundation for success in delivering results.
- **Impact and Influence** is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Conceptual Thinking** is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.
- **Problem Solving and Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Expertise** includes the motivation to expand and use technical knowledge or to distribute work-related knowledge to others.
- **Holding People Accountable** involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.
- **Innovation** indicates an effort to improve performance by doing or promoting new things, such as introducing a previously unknown or untried solution or procedure to the specific area or organization.
- A successful criminal records check is required.



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