

Posting #22-161EM

Governance Officer – Access, Privacy, and Records Management Office of University Governance Regular, Full-time Remote Workplace Arrangement Options Available

Purpose:

Reporting to the Senior Governance Officer, the Governance Officer – Access, Privacy, and Records Management is a subject matter expert in freedom of information, privacy, and records management. The Governance Officer provides expert advice and oversight in all University information governance, including development of privacy impact assessments, coordination of requests for access to information, and records management. The Officer provides guidance and coordination in the development and implementation of strategic initiatives that involve the core privacy operations of information access, privacy analysis and consultation, legislative compliance, privacy breach management, risk prevention, monitoring, and education.

The Officer is responsible for advising and educating members of the University community in their responsibilities and compliance of applicable privacy, freedom of information, and records management legislation, policies, and rules. This position is accountable for developing, recommending, and overseeing the implementation of institutional policies and processes that reflect current best practices in privacy, freedom of information, and records management. The Officer supports and advises on best practices and employee training to ensure the appropriate collection, handling, retention, and disposal of personal information and other records. The Officer will also provide leadership, innovative design of and coordination on strategic initiatives related to core privacy information access, privacy breach management, risk prevention, monitoring, and education.

As part of a small group of employees within the Office of the University Governance, the Officer also provides support for a wide range of governance initiatives and provides back-up for other members of the Office of University Governance team. In fulfilling the full range of duties in this position, the Governance Officer – Access, Privacy, and Records Management regularly has broad access to confidential and highly sensitive information, including labour relations information, personal and personnel information, and closed-in-camera Board of Governors and Senate proceedings.

Responsibilities:

Specific duties of the role include but are not limited to:

- Maintaining a current knowledge of the University's obligations and best practices with respect to freedom of information, protection of privacy, and records management;
- Ensuring institutional compliance with access, privacy, and records management obligations, through the development, recommendation and implementation of policies, processes, web content and training materials that support best practices;
- Working with key administrative units to ensure that employee orientation, training and education includes access, privacy, and records management knowledge, skills, and responsibilities;

- Overseeing and coordinating the University's Freedom of Information requests process and ensuring legislated timeframes are met;
- Providing support, expertise, and training in the collection and redaction of records;
- Proactively monitoring University initiatives to ensure appropriate Privacy Impact Assessments are completed;
- Reviewing Privacy Impact Assessments, identify concerns, and working with the University's directors, Deans, and senior executive University to recommend mitigation strategies;
- Working with internal stakeholders to ensure that institutional processes for responding to privacy breaches are developed, recommended, approved and implemented;
- Investigating privacy breaches or complaints as needed, and as appropriate, elevating complaints or concerns to the President; and
- Providing back up as needed, for other members of the Office of University Governance in their work related to the Board of Governors, Senate and their respective Committees.

Qualifications:

The successful candidate will possess an undergraduate degree in a related field (law, business, computer science, or human resources) or another related discipline, with a minimum of 3 years of relevant experience.

In addition, training and certification (completed or in-progress) in access, privacy, records management and/or information governance, (e.g. CIPP/C, CAPP/MAPP, CRM, IGP) or significant experience in these subject areas is required.

Other desired qualifications include:

- Experience and working knowledge of BC's Freedom of Information and Protection of Privacy Act, relevant Office of the Information and Privacy Commissioner orders, cases, trends and issues.

Additionally, the Governance Officer - Access, Privacy, and Records Management will be required to obtain a Criminal Records check, as this position has broad access to personal and highly sensitive information.

An equivalent combination education and experience may be considered.

Salary:

Salary is commensurate with education and experience.

A Remote Workplace Location Arrangement option may be available, depending on a candidate's level of experience and expertise in the area of access, privacy and records management. Remote Workplace Location Arrangements must be formalized in a remote workplace agreement and the Off-Campus Office Safety Checklist must also be completed, with both documents requiring the approval of the Senior Governance Officer

UNBC offers excellent benefit and pension packages, as well as employee training and development opportunities. For more details, please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be 8:30 am to 4:30 pm, Monday through Friday. Normal hours of work may vary, and some flexibility may be required for meetings and travel.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. Located in the spectacular landscape near the geographic center of beautiful British Columbia, UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

For the past 10 years, UNBC has placed in the top three in its category in the annual Maclean's university rankings, the only University of its size to achieve that feat. UNBC also recently placed among the top four per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~74,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply:

Please forward your resume and proof of education quoting competition **#22-161EM** to:
Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Preference will be given to applications received by October 14, 2022. Applications will be accepted until the position is filled.