



DISTRICT OF SAANICH
LEGISLATIVE & PROTECTIVE SERVICES
RECORDS & INFORMATION SERVICES DIVISION

INFORMATION AND PRIVACY ANALYST Permanent Full-Time Position

The District of Saanich employs more than 1500 members across nine departments, our greatest asset is a high performing workforce. We provide a welcoming environment and maintain a healthy, dynamic, and safe workplace that consistently attracts top-quality people and enables them to perform at their best. If you are detail oriented and enjoy contributing to a positive team environment, the District of Saanich has an opportunity for you!

The Records & Information Services Division is seeking an Information and Privacy Analyst with strong privacy knowledge, to assist with maintaining the District's Privacy Management Program. The position will process access requests within legislated timelines and may include responses to complaints to the Office of the Information and Privacy Commissioner (OIPC). This position develops, recommends and assists in the implementation of related policies and procedures, provides advice to staff and the public on FIPPA and in conjunction with training plans delivers FIPPA related training sessions. The Information and Privacy Analyst will also work in the area of records management.

Requirements include completion of a university degree in Public Administration, Law, Information Management, Library or Archival Studies, or a related discipline; three years of related experience working in the field of records access and/or information privacy protection in a public body and experience with computer-based applications including word processing, database, website applications and Adobe Acrobat. Candidates with an equivalent combination of education and experience may be considered.

This is a C.U.P.E. Local 2011 position with a wage of \$44.46 per hour and an excellent benefits package. The job description and competition information can be found at www.saanich.ca. Please apply by 11:45 p.m. on Monday, June 10, 2024, quoting competition 24154 to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. In addition to the interview process, testing will be conducted. We thank all applicants for applying. Only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process,

please contact in confidence accessibilityHR@saanich.ca.

Applying from out of town? See what Saanich has to offer!
bit.ly/NaturalSaanich