



**Position Title:** Legislative Services Advisor - FOIPP

**Position Status:** Full-Time Regular

**Department:** Board & Information Services

**Employee Group:** Exempt

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** Professional / Technical, Level P2 (\$96,861.28 - \$113,884.36 annually)

Our Board & Information Services Department is seeking a Legislative Services Advisor – FOIPP who will play a leading role in developing and managing the freedom of information and privacy management program. As an Advisor, you would be responsible for processing freedom of information requests, providing advice on organizational privacy matters, investigating privacy breaches, and conducting privacy impact assessments.

You are:

- Professional, confident, and objective in interacting with a wide variety of clients and partners.
- Able to work and maintain collaborative relationships with colleagues, clients, and managers.
- Able to work under pressure and exercise tact and persuasiveness in dealing with contentious matters.
- Able to exercise sound judgement while managing tasks in a fast-paced environment.
- Detail-oriented and able to handle confidential and sensitive information.
- Organized, a clear communicator, and self-directed.

The Legislative Services Advisor – FOIPP reports to the Division Manager, Information Governance & Access.

This role:

- Manages the Freedom of Information and Protection of Privacy program for Metro Vancouver. Interprets FOI requests received from applicants and assigns them to appropriate departments. Liaises with a wide range of FOI applicants on issues related to requests, fees and any other questions or concerns they may have. Analyses records provided by departments in response to the FOI requests, applies redactions in accordance with FOIPPA legislation and relevant rulings and defends and upholds the application of the legislation when challenged by senior staff or the applicant. Deals with appeals of any decisions and represents Metro Vancouver before the Office of the Information and Privacy Commissioner.
- Investigates organizational privacy breaches and makes recommendations on corrective measures to prevent future breaches. Leads the investigation of privacy complaints received from employees or the public and liaises

with the OIPC. Conducts Privacy Impact Assessments with business leads, IT staff, and cybersecurity professionals. Interprets the legislation related to privacy matters and provides expert advice and direction to staff on privacy matters involving Metro Vancouver.

- Advises and guides project leaders through Privacy Impact Assessments and makes recommendations on each project, program, or activity under review to ensure that personal information will be administered in compliance with privacy obligations and practices. Develops, maintains, and reviews internal processes relating to the completion and documentation of Privacy Impact Assessments.
- Develops and manages Metro Vancouver's privacy management program including the development and maintenance of a supporting policy framework; investigation of privacy breaches; development and maintenance of the personal information bank; and the establishment of categories of records appropriate for routine release to the public.
- Designs and implements training for staff and contractors relating to the processing of FOI requests and on privacy management, ensuring they have the necessary skills and knowledge to handle personal information and prevent privacy breaches. This includes online training modules, group training sessions, intranet posts, and newsletters.
- Establishes protocols and procedures for managing privacy breaches, including investigating and documenting breaches, evaluating risks, notifying affected individuals and the OIPC and/or law enforcement agencies, and providing recommendations and safeguards to minimize the probability of reoccurrence.
- Builds relationships with member municipalities and key internal and external stakeholders. Represents Metro Vancouver at the Lower Mainland local government FOI forum.
- Keeps current on applicable laws, statutes and acts associated with the scope of responsibilities.
- Performs other related duties as required.

**To be successful, you have:**

- 4 years of recent, related experience supplemented by a university degree in information management, business administration, public administration, law, or other related discipline; or an equivalent combination of training and experience.
- Certification in privacy management or completion of FOIPPA courses is desirable.
- Sound understanding of the Freedom of Information and Protection of Privacy Act; strong analytical skills in the interpretation of relevant legislation and supporting case law. Comprehensive understanding of the audit and investigation reports conducted by the OIPC.
- Up-to-date knowledge and understanding of the evolving privacy landscape and the implications on the use of technology in the privacy field.
- Sound understanding of the business functions and activities of Metro Vancouver; ability to assess which departments have custody and control of the records that are in scope of a FOI request.
- Ability to use significant independent judgment to problem solve when more than one option is possible. Ability to identify opportunities to address emerging needs.

- Excellent oral and written communication skills, including the ability to effectively listen, persuade others, and support the resolution of problems. Handles politically charged situations adeptly and smoothly.
- Excellent attention to detail and flexibility to adjust to rapidly changing circumstances.
- Ability to build and maintain effective working relationships with a wide-range of internal and external contacts under circumstances that may be highly political and sensitive.
- Ability to establish clear expectations and effectively resolve differences in sometimes highly adversarial situations.
- Ability to analyze, interpret, and make recommendations on complex issues.
- Sound knowledge of the organization's services and policies as they relate to the work performed.
- Ability to gain good technical knowledge of systems or projects reviewed through Privacy Impact Assessments.
- Strong organizational skills including the ability to meet timelines and objectives under considerable pressure and constraints; demonstrates persistence to overcome obstacles.
- Practical knowledge of a complex records management system such as Orbit EDRMS.
- Proficiency using Microsoft office programs, including Word, Excel, Outlook, and Adobe Acrobat.
- Valid BC Class 5 Driver's License.

### **Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact [careers@metrovancover.org](mailto:careers@metrovancover.org) for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by May 1, 2025.*