



New Westminster Police Department

Freedom of Information Assistant Auxiliary

We are looking for an individual with excellent organizational skills who loves working with the details, and enjoys ensuring compliance with the Freedom of Information and Protection of Privacy Act (FOIPPA).

The NWPD is a mid-sized police department with over 200 employees. We are committed to having a professional and supportive workplace promoting employee equity, wellness, and fulfillment. We are a hard-working and welcoming team focused on doing great work and serving our community.

What your key role will be

As the Freedom of Information Assistant, you will contribute to our continued success by supporting our team and being responsible for specialized and technical clerical work as well as processing requests for information under the FOIPPA. You will make informed decisions by using research and critical thinking when assessing relevant and applicable legislation. In addition to this, your role includes, but is not limited to:

Disclosure Management: You'll review requests for access to information and prepare draft responses under the FOIPPA. Disclosures include police occurrence files, statistics, data, and other information requests. You will ensure adherence to legislative requirements related to the release of information, as well as analyze information to be released with regards to legislative compliance and third party interests.

Attention to Detail: You'll have meticulous attention to detail to oversee, perform and complete complex detailed procedures to a professional standard.

Communication: You'll have excellent communication and active listening skills as well as the ability to convey information clearly and simply while ensuring you follow the principles and procedures of the Freedom of Information Act.

Confidentiality: You'll navigate your role while exercising considerable confidentiality, tact, and diplomacy. You'll have a keen sense and awareness of the rules and procedures with respect to the handling of confidential and sensitive information with discretion.

Decision Making: You'll have strong decision-making skills that allow you to make confident assessments of policies and procedures and apply them accordingly to information. You will assess the sensitivity of requests and attempt to resolve contentious issues.

Team Player: You'll genuinely enjoy engaging with your teammates to get the work done. You believe in the importance of building and maintaining strong working relationships. You'll have a willingness to partner with and work alongside the police.

Time Management: You'll manage your time and resources to ensure work is completed efficiently and with minimal supervision.



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What you bring to this role

You will have experience and success *in many* of the following areas:

- You have completed Grade 12
- You have top-notch administrative skills and experience with record management systems
- You are motivated, compassionate, and empathetic with a genuine desire to help others
- You support and promote a diverse, inclusive, and healthy workplace
- You have experience with (or the willingness to learn) Privacy Impact Assessments (PIA), Police Records Information Management Environment (PRIME), and the Canadian Police Information Centre (CPIC)
- You are proficient (or willing to learn) in the interpretation and application of the provisions of the FOIPPA, including Provincial and Federal enactments
- You can navigate your role while exercising considerable confidentiality, tact, and diplomacy
- You can adapt to the dynamic needs of the position as well as the department
- You can pass and maintain a security clearance, including a background check and polygraph

What we can offer you

- A challenging and exciting career
- Competitive wage plus 12% in lieu of vacation, statutory holidays and all benefits
- Access to an onsite fitness facility
- Supportive leaders and co-workers who care about you and your family's health and wellness
- Centrally located in the Lower Mainland of British Columbia
- One block away from the Columbia Skytrain Station
- Free staff parking
- A work environment giving you the ability to connect one-on-one with our staff, including police officers, civilian members, and the senior leadership team

What we'll accomplish together

As a civilian member, working within a police department is a career like no other. It brings excitement, variety, and a challenge. The person you are, the work you will do, and the role you will play in this organization matters. You will become part of the NWPD family and join our group of diverse and talented people who truly want to make a difference.

If you are excited and curious to learn more about this opportunity, please apply – we would love to hear from you!

Job Title: Freedom of Information Assistant

Employment Status: Auxiliary (Casual)

Application Deadline: August 6, 2025, at 8:00 a.m.

Number of Positions: One

Keeping New Westminster Safe and Secure
www.nwpolice.org



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Union: CUPE Local 387

Department: Information and Privacy Unit, NWPD

Salary: \$33.24 per hour plus 12% in lieu of benefits (2024 rate)

Hours of Work: This position is based on operational needs, up to 35 hours a week. Shifts are scheduled during business hours with flexibility on the days of the week.

Training Commitment: The successful applicant will need to be available for a training period of approximately 25 business days (5 weeks) of full-time training. A part-time training period of a minimum of 2 business days per week commitment (totaling approximately 25 days) may be considered.

Career Centre: <https://nwpd.bamboohr.com/careers>

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on. We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those with Canadian Citizenship or Permanent Residency in Canada.