



New Westminister Police Department

Position Vacancy: Freedom of Information Assistant

DEPARTMENT:	Admin Services, NWPD	STATUS:	Full-time
NO. OF POSITIONS:	One	UNION:	CUPE Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$51,098 - \$60,156 per year plus benefits

The New Westminister Police Department is seeking a Freedom of Information (FOI) Assistant to provide specialized and technical clerical work concerned with ensuring compliance with the Freedom of Information and Protection of Privacy Act (FOIPPA). The FOI Assistant reviews requests for access to information and prepares draft responses under the FOIPPA; ensures adherence to legislative requirements related to the release of information; analyzes information to be released with regards to legislative compliance and third party interests and recommends release of appropriate information; assesses the sensitivity of requests and alerts the supervisor of possible contentious issues; assists their supervisor in responding to mediation request and prepares related documentation; drafts required documentation such as third party request notifications and justifications for withholding information; prepares fee estimates and collects revenues as required. The FOI Assistant, in conjunction with their supervisor, will also provide information and advice to staff and the public on the Act. The FOI Assistant will also work in the area of privacy compliance and records management as time allows.

REQUIREMENTS:

- Considerable knowledge of the best practices, principles and procedures applicable to Freedom of Information processes and procedures at the local government level.
- Proficient in the interpretation and application of the provisions of the Freedom of Information and Protection of Privacy Act as well as sound knowledge of Privacy Impact Assessment (PIA) is considered an asset.
- Considerable knowledge of business English, spelling, punctuation and arithmetic and of modern office practices and procedures as well as sound analytical and research skills.
- Sound knowledge of records management systems used in the work.
- Ability to prepare, maintain, update and retrieve of related materials, and to search records and compile information while maintaining and protecting the security and confidentiality of records.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to communicate effectively, both orally and in writing.
- Ability to work under pressure and to exercise tact and persuasiveness in dealing with contentious matters.
- Ability to exercise sound judgment in a fast paced work environment while managing multiple tasks.
- Ability to use applicable software, such as Microsoft Office Suite 2010.
- Ability to type a minimum of 45 words net per minute with 85% accuracy or higher.
- Completion of Grade 12 plus related administrative, commercial and FOIPPA experience; or an equivalent combination of training and experience acceptable to the employer will be considered.
- The successful candidate must be able to pass and maintain a background security clearance.

We require that you answer the following four questions in your cover letter: 1) What interests you in working at the NWPD. 2) Why do you want this position? 3) How does this position fit into your career plans? 4) What do you enjoy most about your current (or last) position? What do/did you enjoy the least?

Apply by sending your resume and cover letter quoting competition **#18-P14**, by **October 1, 2018** to the New Westminister Police Department via email at hr@nwpolice.org.

*We thank all applicants in advance; however, only those selected for an interview will be contacted.
The New Westminister Police Department is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*