

<b>DEPARTMENT:</b>	<b>Legislative Services</b>	<b>STATUS:</b>	<b>Regular Full Time</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>35 hours per week</b>	<b>SALARY:</b>	<b>\$58,878 to \$69,251 annually (2021 rates) plus benefits</b>

The City has an exciting opportunity for a detail-oriented team player to join the Legislative Services team. Reporting to the Chief Administrative Officer via the City Clerk, you will be responsible for processing Freedom of Information requests, providing advice on organizational privacy matters and breaches, and conducting Privacy Impact Assessments. You will also be responsible for related training and policies and procedures. You have the ability to interact with a wide variety of clients in a confident, professional and objective manner and to influence others to comply with policies and procedures. You will maintain collaborative relationships with management, colleagues and clients and have the ability to work under pressure while exercising tact and persuasiveness in dealing with contentious matters. We are seeking an individual with sound judgement while managing multiple tasks in a fast-paced environment, who has the ability to handle confidential and sensitive information with an attention to detail, and is organized, a clear communicator, and self-directed.

If many of the following characteristics and skills describe you, we want to meet you!

- You have a bachelor's degree in public administration, Information Sciences, Law, History or related field, with FOI courses preferred and sound related experience, or a combination of education and experience that is acceptable to the employer.
- You have expertise in interpreting and applying relevant legislation, rules, regulations, practices and procedures governing applicable departmental operations and activities.
- You have considerable knowledge of business English, spelling, punctuation and arithmetic and of modern office practices and procedures.
- You have considerable knowledge of the operations and functions of all municipal departments as related to the work performed.
- You are proficient in the interpretation and application of the provisions of the Freedom of Information and Protection of Privacy Act, regulations and Commissioner's Orders.
- You have a passion for Freedom of Information and Protection of Privacy in all of its aspects.
- You are adept in developing, recommending and upon approval, establishing policies and procedures related to the work.
- You have a track record of making decisions in the light of established precedents and to exercise resourcefulness in dealing with new situations.
- You have the ability to prepare, maintain, update and retrieve a variety of lists, manuals and related materials, and to search records and compile information.
- You have a talent for establishing and maintaining effective working relationships with a variety of internal and external contacts and to provide advice, information and assistance to the same.
- You have the demonstrated ability to communicate effectively, both orally and in writing.
- You are skilled in working under pressure and exercising tact and persuasiveness in dealing with contentious matters.
- Proficient in Microsoft office products and Adobe Acrobat Products.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by September 9, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca) using the following format in the subject line: **LAST NAME First Name #22-150**

*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 unsundered 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 legally entitled to work in Canada.*