



New Westminister Police Department

Freedom of Information Assistant Competition #22-P7

DEPARTMENT:	Admin Services, NWPD	STATUS:	Full-time
NO. OF POSITIONS:	One	UNION:	CUPE Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$54,221 - \$63,845 (2021 rate) per year plus benefits

The New Westminister Police Department is seeking a Freedom of Information (FOI) Assistant to provide specialized and technical clerical work in assisting a supervisor in processing requests for information under the Freedom of Information and Protection of Privacy Act (FOIPPA). The FOI Assistant reviews requests for access to information, analyzes information to be released and prepares draft responses under the FOIPPA; assesses the sensitivity of requests and alerts the supervisor of possible contentious issues; assists in completing privacy impact assessments; drafts required documentation such as third party request notifications and justifications for withholding information; prepares fee estimates and processes fees 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; as well as perform other related duties, as required.

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 make sound decisions based on established precedents.
- 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 work with minimal supervision.
- Ability to ensure high quality work product, respond to requests accurately, and identify incomplete or inaccurate information.
- 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.
- Proof of full vaccination of COVID-19 will be required. Accommodations will be considered for those who cannot be vaccinated based on prohibited grounds of the BC Human Rights Code.

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 **#22-P7**, by **August 8, 2022** 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.*