



Date: October 31, 2023

Competition: #23-92A

**APPLICATIONS ARE INVITED FOR THE FOLLOWING
FULL-TIME REGULAR POSITION**

Position: Records and Compliance Specialist (Position #1000381)

Division: Police Academy

Reporting To: Director, Police Academy

Position Summary:

The Records and Compliance Specialist will ensure that the Police Academy record management practices and procedures are efficient, well managed and compliant with legislation and policies. The Records and Compliance Specialist will be a key expert in privacy matters and be accountable for Police Academy compliance with protection of privacy duties and obligations pursuant to the Freedom of Information and protection of Privacy Act (FOIPPA), including establishing and managing that records are properly identified, stored and purged within proper timelines. The role will provide support for and administer a variety of information requests from the public, media and various investigative agencies. The Records and Compliance Specialist will work with Police Academy personnel to ensure they are aware of and compliant with their records management and privacy duties, including on-boarding and off-boarding activities.

Primary Responsibilities:

Qualifications & Requirements:

Records Management

- As the administrative lead for the Police Academy on ORCS/ARCS, the incumbent is responsible to manage and maintain control of key Police Academy contract, financial, curriculum and other transitory or permanent records according to government legislation;
- Provide input into the selection and implementation of an Electronic Document Records Management System (EDRMS);
- Maintains, reviews and administers record management procedures, practices and systems, including collecting, reviewing, classifying, storing, and purging records in accordance with legislation and policy. This includes both electronic records and paper records and dealing with various system of electronic file maintenance and off-site storage;
- The primary contact person regarding EDRMS use, maintenance and upgrades;
- Maintains the confidential access and retrieval system for Police Academy records including: legal records, correspondence, property, facilities, vehicle, and equipment leases, curriculum and student records;
- Ensures that a central repository listing of Police Academy revenue contracts and expense contracts are maintained in an orderly, secure and confidential manner;
- Develops, prepares and delivers formal ORCS, ARCS and FIPPA training to others within the Police Academy.

Freedom of Information Act Contact and Records Management

- Receives and processes all information requests, including Coroner's requests, requests from police agencies and Freedom of Information and Protection of Privacy (FIPPA) requests including analyzing, identifying requirements, collaborate with relevant parties, ensure all applicable records are retrieved, and assist Police Academy Legal Counsel in coordinating with JIBC's legal counsel, the redaction of information according to related Provincial and Federal FOI/Privacy legislation;

- As the primary record keeper, initiates, tightly coordinates, and documents the FOI response timeline and activities to ensure adherence to legislation;
- As directed by the Police Academy Legal Counsel, prepares, and sends related correspondence relating to FIPPA requests and other information requests;
- Organizes and delivers training for Police Academy employees.

Risk Management Support:

- Develops, maintains and coordinates the risk management document control system;
- Primary liaison between JIBC Legal Counsel to request direct or indirect risk management advice advisory and loss control services, claims and litigation management services;
- Develops, maintains and supervises Police Academy property and asset records-storage system to ensure compliance with existing insurance coverage;
- Develops, maintains and supervises JIBC vehicle insurance and related records;
- Assists the Police Academy and JIBC Legal Counsel in the fulfillment of the “duty to report” to Provincial Risk Management for incidents of financial claims, human rights matters, non-workplace injuries, and other relevant emerging matters.

Operational Policies and Procedures:

- Maintains original policies and procedures and controls the distribution of current copies of operational policies and procedures relating to Police Academy;
- Reviews, edits and drafts operational policies and procedures as assigned for review by the Police Academy Director. Evaluates and implements software upgrades and new technologies.

Administrative support:

- Participates in appropriate JIBC committees that deal with the subject of records management and privacy issues;
- Handle confidential documents ensuring they remain secure;
- Maintain electronic and paper records ensuring information is organized and easily accessible;
- Conduct research and prepare presentations or reports as assigned;
- Maintains awareness of changes to legislation and industry best practices and providing support for standards management, including maintenance of standard changes and compliance dates;
- Research and reporting on compliance and legal matters for Police Academy Management;
- Administrative support for Police Academy Legal Counsel;

Information search on topics relevant to position responsibilities:

- As directed by the Police Academy Director and the Police Academy Legal Counsel conduct light research on assigned topics using a variety of resources including: internet, library, and interviews in order to find relevant facts and information;
- Based on research results, prepares a documented analytical summary.

Business Process Improvements:

- Works in collaboration with the Police Academy Management in identifying opportunities, conceptualizing, and implementing improved business processes with the objective to bring greater efficiency and effectiveness in administrative and operational systems for the Police Academy.

Education and Experience:

- Bachelor's degree in a relevant field from an accredited institution, and a minimum two (2) years of experience interpreting and applying legislation, including the Freedom of Information and Protection of Privacy Act or similar legislation from another Province, or an equivalent combination of education, training and experience;
- Minimum 5 years recent, relevant experience working in the public sector, a post-secondary organization is preferred;
- Certification as a privacy professional (e.g., IAPP, CIAPP), or willingness to obtain within one year is preferred;
- Experience in the coordination and administration of FOIPPA requests, or request under similar legislation

Knowledge, Skills and Abilities

- Knowledge and experience in the field of access to information and privacy and records management in the public sector, preferably in a post-secondary institution;
- Strong knowledge of FOIPPA legislation;
- Demonstrated understanding of computer information systems, databases and electronic information management;
- Demonstrated proficiency in MS Office Suite and Adobe Acrobat;
- Experience interpreting and applying legislation, policies and directives;
- Ability to exercise tact, discretion and maintain confidentiality in preparing, handling, and disclosing information of a confidential and/or sensitive nature;
- Effective communication when obtaining and providing information and communicating electronically, verbally and in written format;
- Analytical and critical thinking skills, including the ability to quickly analyze large volumes of complex information;
- Ability to maintain current knowledge in areas of responsibilities including applicable legislation, regulations and best practices;
- Excellent time management skills to prioritize and complete assignments and schedule activities;
- Strong technical abilities to create and manage complex document filing, indexing and retrieval systems;
- Use of investigative and analytical skills to research, analyze and interpret data and information from a variety of sources;
- Experience in managing caseloads and meeting deadlines in a high-volume service environment preferred. Ability to prioritize and complete work assignments under tight deadlines including assignments involving complex issues, conflicting priorities, and multiple stakeholders.

Salary Range: \$63,744.03 to \$72,531.90 annually (BCGEU Position – Grid 20)

Posting Date: October 31, 2023

Closing Date: Open until filled

Please feel free to contact Jennifer Keyes, Director, Police Academy at jkeyes@jibc.ca for more information about this position.

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #23-92A via email to hr@jibc.ca.

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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