



New Westminister Police Department

Position Vacancy: Freedom of Information Assistant

DEPARTMENT:	<i>Admin Services, NWPD</i>	STATUS:	<i>Fulltime</i>
NO. OF POSITIONS:	<i>One</i>	UNION:	<i>CUPE Local 387</i>
HOURS OF WORK:	<i>35 hours per week</i>	SALARY:	<i>\$51,098 - \$60,156 + 2% increase January 1, 2019</i>

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:

- Completion of Grade 12 (or equivalent), supplemented by secretarial, commercial and FOIPPA courses plus considerable experience directly related FOI work experience, OR an equivalent combination of training and experience acceptable to the employer will be considered.
- 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.
- Considerable knowledge of the legislation, rules, regulations, practices and procedures governing applicable departmental operations and activities.
- Considerable knowledge of business English, spelling, punctuation and arithmetic and of modern office practices and procedures.
- Sound knowledge of records management systems used in the work.
- Sound analytical and research skills.
- Sound decision making skills and ability to exercise resourcefulness in dealing with new situations.
- Ability to prepare, maintain, update and retrieve of related materials, and to search records and compile information.
- Ability to maintain and protect 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 be self-directed and collaborative.
- The successful candidate must be able to pass and maintain a clear police background check.

Apply by sending your resume quoting **competition #18-P9**, by **April 30th, 2018** to the New Westminister Police Department via email at hr@nwpolice.org.