



Yukon  
Ombudsman



Yukon  
Information  
and Privacy  
Commissioner



Yukon  
Public Interest  
Disclosure  
Commissioner

## Investigator and Compliance Review Officer – Information Systems Security (ISS)

<b>Posting Open Date:</b>	May 9, 2022
<b>Posting Close Date:</b>	Until filled
<b>Location:</b>	Whitehorse, Yukon
<b>Job Type:</b>	Permanent Full-Time (after 6 months probation)
<b>Salary Range:</b>	\$114,506 to \$133,150 per annum
<b>Benefits:</b>	Group health benefits and 12% salary paid in lieu of pension
<b>Workdays/Hours:</b>	Monday to Friday from 8:30 AM to 4:30 PM (7.5 hrs/day)
<b>Travel Bonus:</b>	\$2242.00 per year (after 2 years of continuous employment)

***Note that this is not a Yukon Government position.***

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The Office of the Ombudsman, Information and Privacy Commissioner (IPC), and Public Interest Disclosure Commissioner (PIDC) is seeking to fill the position of Investigator and Compliance Review Officer – Information and Systems Security.

The Ombudsman, IPC and PIDC is an independent officer of the Yukon Legislative Assembly and has responsibilities under the *Ombudsman Act*, the *Access to Information and Protection of Privacy Act*, the *Health Information Privacy and Management Act*, and the *Public Interest Disclosure of Wrongdoing Act*. For information about the Ombudsman, IPC and PIDC visit the Office's website at: <http://yukonombudsman.ca>

Under the *Ombudsman Act*, the Ombudsman is responsible to investigate allegations of unfairness made against government and other authorities. The Information and Privacy Commissioner is responsible to ensure government and other public bodies comply with the

*Access to Information and Protection of Privacy Act (ATIPPA)* and health care custodians comply with the *Health Information Privacy and Management Act (HIPMA)*. The PIDC is responsible to investigate disclosures of wrongdoing made by employees of government and other public entities and investigate allegations of reprisals taken against an employee under the Public Interest Disclosure of Wrongdoing Act (PIDWA).

As part of the Investigations and Compliance team and reporting to the Ombudsman/IPC/PIDC, the Investigator and Compliance Review Officer (ISS) plays a key role in the Office by assisting the Ombudsman, IPC and PIDC carry out her mandates.

### **Primary Accountabilities**

1. Leading investigations and compliance review activities involving information security.
2. Evaluate Privacy Impact Assessments (PIA's) submitted by Public Bodies for compliance and ensuring best practices. Knowledge of information systems and security risks is an essential component of these evolutions.
3. Conducting research, developing guidance, advisories, reports and providing advice regarding the impact of technological developments on privacy and security in Yukon.
4. Providing information security and technological advice to other team members on their investigations and compliance review activities as needed.
5. Consulting with numerous bodies and individuals across Canada to perform effectively.
6. Works with the Information and Privacy Commissioner on initiatives (local and national) undertaken by custodians and public bodies that impact the privacy and security of personal and health information.
7. Working with the Information and Privacy Commissioner on improving the security of the office's data management systems.
8. Acting as the chief information security officer for the office, which includes the following activities;
  - a) developing and implementing policies, standards and procedures for the office's information security management and training office staff on their responsibilities.

- b) enhancing team knowledge on information systems security by providing training on this topic; and
- c) liaising with ICT service providers to ensure the team's operational ICT needs, including appropriate security and privacy assurance of these services are met.

**As an Investigator and Compliance Review Officer you may also:**

1. Perform intake and receives and responds to all incoming general enquiries, complaints, requests, and notifications from the public or from public bodies subject to the Acts.
2. Conduct investigations under the Acts both informally and formally.
3. Perform compliance reviews and audits to ensure the bodies subject to the Acts are meeting their respective obligations.
4. Performs the duties as the Acting Registrar of Adjudications (ATIPPA and HIPMA) when the Registrar is absent.

**Essential Qualifications:**

- The Investigator and Compliance Review Officer (ISS) must have valid Information security management certification such as Certified Information Systems Security Professional (CISSP), Certified Cloud Security Professional (CCSP), Certified Information Security Manager (CISM). Preference will be given to candidates having any of the following additional certifications:
  - Information security certifications such as Offensive Security Certified Professional (OSCP), GIAC Certified Penetration Tester (GPEN)
  - Privacy certification as a CIPP (Certified Information Privacy Professional), CIPM (Certified Information Privacy Manager), IAPP (Information Access and Protection of Privacy) Certificate, CIAPP (Canadian Institute of Access and Privacy Professionals) Certification, or equivalent.

**Desired Knowledge, Skills, and Experience**

The ideal candidate should have, and may be assessed on their:

- Up to date knowledge about and a keen interest in emerging developments and technologies on the confluence of technology and privacy/fairness such as privacy preserving techniques, genomic medicine, cryptography, AI, digital identity, government

e-services, cloud computing, cryptocurrency etc. Certified Cloud Security Professional (CCSP) designation

- developing or reviewing privacy impact assessments and security threat risk assessments on complex information systems,
- investigating causes of privacy breaches or in privacy breach management involving information systems,
- providing management advice,
- developing guidance, advisories, and other resources for compliance purposes.
- Conducting outreach activities (presentations, workshops, interviews, etc.),
- interpreting and applying ombudsman, access, (health) privacy, and/or public interest disclosure legislation,
- working in an information security management and/or privacy management role in the public and/or private sector,
- conducting investigations, analyzing information, drawing conclusions, and writing investigation reports or letters (as applicable),
- writing and communicating effectively,
- fostering and maintaining professional working relationships, working within a team and independently, and
- experience conducting audits.

### **Applying for this opportunity**

Submit your Cover Letter and Resume to our office at the address below. Your Cover Letter must clearly demonstrate how you meet the qualifications of this position or how your experience is directly relevant to the position as described and supported by your Resume. You must be legally eligible to work in Canada.

Thank you for your interested in this position, but only candidates who are selected to move forward in this competition will be contacted.

**If you have any questions about this position, or to apply, email:**  
[Careers@YukonOmbudsman.ca](mailto:Careers@YukonOmbudsman.ca)