



Yukon
Ombudsman



Yukon
Information
and Privacy
Commissioner



Yukon
Public Interest
Disclosure
Commissioner

Investigator and Compliance Review Officer (ICRO) – Investigations Team

Posting Open Date:	June 27, 2022
Posting Close Date:	Until filled
Location:	Whitehorse, Yukon
Job Type:	Permanent Full-Time
Salary Range:	\$95,248 to \$110,615 per annum – candidates who are an active member of the Yukon Law Society will also receive a \$6,000 stipend annually
Benefits:	Extended Health Benefits and 12% in lieu of pension
Workdays/Hours:	Monday to Friday from 8:30 AM to 4:30 PM (7.5 hrs/day)
Travel Bonus:	\$2,242.00 per year (after 2 years of employment)

Note that this is not a Yukon Government position.

The Office of the Ombudsman, Information and Privacy Commissioner (IPC), and Public Interest Disclosure Commissioner (PIDC) (Office) is seeking to fill the position of Investigator and Compliance Review Officer as part of the Investigations Team.

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* (ATIPPA), the *Health Information Privacy and Management Act* (HIPMA), and the *Public Interest Disclosure of Wrongdoing Act* (PIDWA) (Acts). For information about the Offices of the Ombudsman, IPC and PIDC visit us at: www.yukonombudsman.ca.

As part of the Investigation and Compliance Review Team and reporting to the Ombudsman, IPC and PIDC, the Investigator and Compliance Review Officer plays a key role in the Office by assisting the Ombudsman, IPC and PIDC carry out their mandates. More specifically, the Investigator and Compliance Review Officer is responsible to:

1. Conduct formal investigations into:
 - a. allegations of unfairness made under the *Ombudsman Act*;
 - b. complaints about non-compliance with ATIPPA and HIPMA; and
 - c. disclosures of wrongdoing or complaints of reprisal under PIDWA;
2. Prepare investigation reports containing findings and recommendations to remedy any non-compliance, unfairness, wrongdoing or reprisal and working with the Ombudsman, IPC and PIDC to finalize them;
3. Work with the bodies subject to the Acts to ensure recommendations made as a result of any of the foregoing are implemented; and
4. Provide advice (where applicable) about the Acts to the public and bodies subject to the Acts.

The Investigator and Compliance Review Officer may also:

5. Perform intake and receives and responds to incoming general enquiries, complaints, requests, and notifications from the public or from public bodies subject to the Acts.
6. Conduct informal investigations to resolve complaints and disclosures under the Acts and requests for review under the ATIPPA;
7. Participate in the development and delivery of resources that will assist bodies subject to the Acts comply with them and that will inform the public about the Acts; and
8. Perform other compliance review activities as required including investigation breaches of privacy.
9. Evaluate Privacy Impact Assessments (PIA's) submitted by Public Bodies for compliance and ensuring best practices.
10. Performs the duties as the Acting Registrar of Adjudications (ATIPPA and HIPMA) when the Registrar is absent.

Knowledge/Experience Requirements

- Post graduate degree, preferably in law, or experience and knowledge relevant to the position,
- At least 5 years experience conducting investigations, analyzing information, drawing conclusions and writing investigation reports or letters (as applicable),

- Experience in statutory compliance, regulatory oversight, or other public administration capacities,
- Experience in negotiation and mediation, collaborative problem solving, facilitation and conflict resolution, and
- Knowledge and understanding of administrative law and the principles of procedural fairness and natural justice and fairness in reaching decisions.

Skills and Abilities

- Excellent verbal, listening, written and interpersonal skills with a proven ability to effectively communicate with clients and stakeholders.
- Excellent analytical and investigative skills,
- Fostering and maintaining professional working relationships,
- Working within a team and independently, and
- Ability to act with impartiality.

Candidates with a law degree and able to practice law in the Yukon or who are able to be called to the Yukon bar within 6 months of hire, will be given preference.

To review the detailed job description, visit our [Career Page](#).

Applying for this opportunity

Submit your cover letter and resume to our Office at the address below. Selection for further consideration will be based solely on the information you provide. Therefore, your cover letter and resume 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.

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

Applicants must be able to work in Canada.

If you have any questions about this position and to apply, email: Careers@YukonOmbudsman.ca