



Yukon
Ombudsman



Yukon
Information
and Privacy
Commissioner



Yukon
Public Interest
Disclosure
Commissioner

Investigator and Compliance Review Officer (ICRO)

Position: ICRO on the Informal Case Resolution Team

Qualified candidates may be used to fill future positions either on the ICR Team or the Investigations Team.

Posting Open Date: January 2, 2024

Posting Close Date: Open until filled

Location: Whitehorse, Yukon (onsite in office)

Job Type: Permanent Full-Time

Salary Range: \$105,596 to \$122,633 per annum

Benefits: 12% of salary in lieu of pension; Extended Health Benefits

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) is seeking to fill the position of Investigator and Compliance Review Officer on its Informal Case Resolution (ICR) 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.

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* (ATIPP Act) 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.

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

1. Performs intake, on a rotational basis, for individuals who wish to make a complaint or a disclosure to our office under the Acts.
2. Informally settle complaints, requests for reviews, and disclosures received under the Acts by working with the parties to achieve settlement.
3. Provide advice (where applicable) about the Acts to the public and bodies subject to the Acts.
4. Evaluate risks to privacy and information security resulting from the implementation of a new program or activity by a public or health body, and make recommendations to mitigate risk.
5. Evaluate privacy breaches, including those involving information technology, reported by public and health bodies and works with these bodies to mitigate risks and prevent recurrence.
6. Comment on access to information, privacy, and disclosure policies and procedures, and develop guidance materials and communications to educate the public and the bodies subject to the Acts.
7. Work with the bodies subject to the Acts to ensure recommendations made as a result of any of the foregoing are implemented.
8. Conduct comprehensive investigations into complaints and disclosures received under the Acts as part of an investigation team and contribute to the preparation of an investigation report containing findings and recommendations to remedy any non-compliance, unfairness, wrongdoing or reprisal.

9. Participate in outreach activities and participate in developing training and outreach materials under the office's three mandates.

Qualifications:

The Investigator and Compliance Review Officer must have experience:

- working with stakeholders to informally resolve issues in a timely manner,
- conducting investigations, analyzing information, drawing conclusions and writing investigation reports or letters (as applicable),
- interpreting and applying legislation, and conducting legal research,
- writing and communicating effectively,
- fostering and maintaining professional working relationships, and
- working within a team and independently.
- managing a large volume of files of varying types including competing priorities, deadlines, and handling associated administrative tasks in an efficient and thorough manner.

The Investigator and Compliance Review Officer must have a university degree or other post-secondary education that is relevant to the position, or at least 3 years of investigative experience in statutory compliance, regulatory oversight, or other public administration capacities.

It would be beneficial for the Investigator and Compliance Review Officer to have:

- a law degree; and/or
- CIPP/C
- experience:
 - investigating causes of privacy breaches or in privacy breach management involving information systems,
 - interpreting and applying ombudsman, access, privacy, and public interest disclosure legislation,

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.

Applicants must be able to work in Canada.

Candidates with a law degree or related education, training and/or experience will be given preference.

If you have any questions about this position and to apply, email:

Careers@YukonOmbudsman.ca

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