

Position Identification			
Position Title	Senior Privacy Officer		
Position Replaces	N/A		
Position Level	Employee	Position Code	1861
Pay Band	Exempt Band 4	Date (last revised)	Jul-24
Supervisor Title	Manager, Privacy and Information Management	Sup. Position Code	1848
Additional Requirement	CRC	N/A	
Exclusion Rationale	N/A	Flexible Work Arrangement	Flexible Work
Division	Information Technology		

Organizational Description
<p>BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.</p> <p>Our Mission: Delivering transportation services you can rely on.</p>

Department Summary
<p>The Privacy and Information Management department is driven by a commitment to privacy, transparency, and information management, that ensures compliance to the Freedom of Information and Protection of Privacy Act and the Information Management Act. It prioritizes protecting personal information, facilitating access, and providing leadership and oversight in information management.</p>

Job Overview
<p>Reporting to the Manager, Privacy and Information Management , the Senior Privacy Officer will work with diverse internal and external stakeholders on complex tasks, requiring strong analytical and problem-solving skills. The position is responsible for providing expert advice and strong customer service in completing BC Transit’s most complex Privacy Impact Assessments (PIA) and responding to Freedom of Information Requests (FOI). The Senior Privacy Officer ensures compliance with BC privacy legislation (the Freedom of Information and Protection of Privacy Act “FOIPPA”), supports adherence to legislated privacy requirements, leads initiatives to protect personal information, and advises on corporate privacy practices. This role is crucial for developing privacy by design practices and providing expert guidance and advice.</p>

Key Accountabilities and Expectations	
Key Accountability	Expectation
Leadership	<ul style="list-style-type: none"> • Takes a leadership role in committees to establish privacy protection governance and accountability, this includes developing and implementing program assurance processes, such as metrics, reviews, audits and practice updates.
Consultation and Guidance	<ul style="list-style-type: none"> • Leads best practices that address complex regulatory issues in all facets of BC's information access and privacy management laws and expectations of the Office of the Information and Privacy Commissioner ("OIPC"); develops influential partnerships with leadership to foster fair information practices and a privacy-by-design approach • Provides expert advice to senior leadership and communications on sensitive and/or controversial information access requests, whether to withhold or release information, while in compliance with FOIPPA, considering potential risks, legal and security issues. • Provides expertise and coaching in the application of an enterprise privacy management program that includes operating partners, operating companies, and contractors. • Acts as an influential and credible senior privacy subject matter expert and resource for others, particularly IT and IT Security, Information Management, Procurement, Safety and Security. • Determines when legal advice and support is required and guides that process in consultation with senior management.
Policies and Procedures	<ul style="list-style-type: none"> • Develops and makes decisions on information access and privacy policies, procedures, training/awareness programs for existing and new initiatives, including operating companies and contractors.
Innovation	<ul style="list-style-type: none"> • Maintains awareness of developments and changes to legislation and integrates these changes into BC Transit's day to day processes
Stakeholder Relations	<ul style="list-style-type: none"> • Leads the development and continuation of a positive and effective relationship for BC Transit with the OIPC, information access and privacy leadership in the provincial government, crown corporations and other public bodies, operating partners, and other external stakeholders. • Maintains executive support for FOIPPA compliant information access and privacy strategies that align with BC Transit's business needs; consults with management representatives on all matters relating to information access and privacy policies, procedures, and training

Program Maturity	<ul style="list-style-type: none"> • Aligns with business priorities to strategically support growth and change, fostering a culture of information access and privacy compliance with FOIPPA. • Collaborates with department Manager, and other internal stakeholders to set and achieve long-term goals for evolving information access and privacy initiatives. • Creates response strategies to address changes in provincial legislation and other influencing jurisprudence. • Prepares briefing notes, recommendations, and presentations for the board and senior executive as required. Oversees monthly and other routine reports for senior executive. • In collaboration with the department Manager: <ul style="list-style-type: none"> ○ develops and maintains the maintenance of Personal Information Inventories ○ establishes and oversees the maintenance of an enterprise Privacy Impact Assessment framework and other risk assessment processes ○ manages breach risk reduction, incident detection, and the response to and remediation of privacy incidents.
Additional Duties	<ul style="list-style-type: none"> • Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	<ul style="list-style-type: none"> • Post secondary degree in legal studies, computer science, information technology/management/systems or a related field. • Certification as a privacy professional required (PACC/IAPP certification).
Experience	<ul style="list-style-type: none"> • Five (5) years advanced experience working on enterprise-wide privacy programs. • Background in IT security, information management, risk assessment and auditing an asset. • Strong knowledge of technical infrastructure, software, and hardware design, with the ability to identify and address privacy considerations. • Proven experience providing advice and support to senior managers on strategic matters in a unionized, regulated environment and coaching supervisors in the interpretation and application of FOIPPA-compliant fair information practices. • Experience leading an enterprise response to complex OIPC reviews and investigations into a public body's FOI and Privacy practices. • Experience leading an enterprise remediation program for FOI and Privacy-related complaints.

	<ul style="list-style-type: none"> • Experience in successfully developing and executing strategies to gain support from key stakeholders, and with senior-level decision-makers to achieve favorable results. • An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none"> • Adopts collaborative approach to solve issues creatively and effectively as they arise. • Strong solutions focus and comfortable working in an environment that demands strong, deliverables along with the ability to identify problems and drive appropriate solutions. • Bias for action, strong work ethic, and desire to achieve excellence. • Advanced communication skills: written and oral, including developing and delivering presentations to large groups. • Operates with autonomy and discretion.