



OFFICE OF THE
**INFORMATION &
PRIVACY COMMISSIONER**
FOR BRITISH COLUMBIA

Job Posting:

Registrar of Inquiries

Band 1 – Permanent, Full-Time

Starting Salary: \$72,781.14 annually

Victoria, BC

Reporting to the Director of Adjudication, the Registrar of Inquiries supports the adjudication team by managing the administrative aspects of the inquiry process under the *Freedom of Information and Protection of Privacy Act (FIPPA)* and the *Personal Information Protection Act (PIPA)*. The Registrar of Inquiries ensures that inquiry documentation is accurate and complete and that it complies with legislation and OIPC policy and procedures. The Registrar of Inquiries prepares inquiry related documents; provides information on operational and procedural aspects of the inquiry process to parties to the inquiry, OIPC staff and legal counsel; organizes and oversees the exchange of inquiry submissions; and decides requests for time extensions and other preliminary matters.

We are striving to build a diverse team to represent the population we serve and to better meet the needs of our citizens. We encourage applications from Indigenous, Black or racialized persons, women, people with diverse gender identities or expressions, and/or people with disabilities.

Qualifications:

This opportunity may be of interest to those individuals who possess the following required qualifications:

- Post-secondary education in a related field (i.e., paralegal training, political science, business or public administration) combined with relevant experience in a legal, regulatory, judicial or quasi-judicial setting.
- Minimum 1 years' experience o Drafting legal and/or business correspondence.
- Responding to questions and providing information to the public about administrative, regulatory or legal processes.
- An equivalent combination of education and experience may be considered.

Preference may be given to applicants with the following:

- Previous experience in a registrar-related role for an independent commission, board, agency, administrative tribunal or the courts.
- 3 or more years of relevant experience in a legal, regulatory, judicial or quasi-judicial setting.
- Experience applying the principles of administrative fairness and natural justice.
- Experience regularly interpreting and applying FIPPA and PIPA.

Complete qualifications, including competencies, are outlined in the job profile which can be found linked at the bottom of this page.

This posting is for one permanent, full-time position. An eligibility list for similar temporary or permanent future opportunities may be established. Temporary positions may become full or part-time, permanent status. This position is excluded from union membership.

Over time through performance based in-range movement, the successful candidate in this competition will have the opportunity to reach the maximum of their position's salary band. The starting salary for this position is anticipated to be approximately \$72,781.14 and will be determined with consideration of the successful candidate's relevant education and experience.

This position is currently based in our office located in Victoria, BC with the potential for telework options available.

How to Apply:

Your application package must be submitted by email to: Recruitment@oipc.bc.ca, quoting the competition number 118689 in the subject line.

To apply for this position, you must submit a complete application package, which includes:

- 1) Your resume
- 2) A completed employment application form

Your application package must clearly demonstrate how your education and experience meet the position requirements. You must identify which positions you are relying upon to meet the criteria of relevant experience and how the position meets that criteria. In describing your education and experience, please pay particular attention to the position description, including the competencies and selection criteria.

Following the instructions above, only those applications received by email no later than **12:00 pm (noon) PST on Monday, January, 20, 2025** will be considered. Incomplete or late applications will not be evaluated or acknowledged, and only those applicants who pass all initial screening requirements will be considered for the next step in the selection process. Your resume and employment application form may be evaluated as part of the screening process with respect to the position requirement to be able to communicate in writing in an effective manner. Candidates may be asked to complete a written assignment as part of the selection process.

Applicants who identify as Indigenous may choose to seek assistance with their application by accessing the [Indigenous Applicant Advisory Service](#) available through the BC Public Service.

To apply for this position, you must be eligible to work in Canada. You must be a Canadian citizen or permanent resident of Canada or authorized in writing to work in Canada under the federal *Immigration Act*. For further information, please refer to the [BC Public Service website](#).

NOTE: If your degree was obtained outside of Canada, you will need to confirm it has been assessed for equivalency through a recognized [Canadian Credential Evaluation Service](#). Confirmation for equivalency for your degree is required for you to be considered and will be requested prior to an offer of employment.

If you have questions related to the competition process, please contact the HR team at Recruitment@oipc.bc.ca, quoting competition number **118689** in the subject line.

Competition Number: 118689

Closing date: 12:00 pm (noon) PST, Monday, January, 20, 2025

Information and Privacy Commissioner for BC
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