

Classification:	Band 1	Position:	Multiple
Reports to:	Director of Adjudication	Location:	Victoria

Context

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.

Accountabilities

- Manages the administration of inquiries and liaises with internal and external parties in accordance with the process and timelines stipulated in FIPPA, PIPA and OIPC policies and procedures.
- Receives and reviews inquiry documentation and liaises with Investigators to ensure accuracy and compliance with FIPPA and PIPA.
- Reviews parties' inquiries submissions and addresses and resolves any concerns or omissions before cases proceed to adjudication.
- Informs parties, OIPC staff and legal counsel about the inquiry process (verbally and in writing); responds to parties' questions and concerns; manages the exchange of parties' submissions and prepares and issues inquiry correspondence and materials (e.g., notices of inquiry).
- Maintains inquiry case management processes, including electronic folders of inquiry records; updates the electronic case management system with all activities pertaining to the inquiry.
- Assesses and decides requests related to preliminary matters, such as time extensions or adjournments and new issues; revises inquiry documentation as required.
- Prepares binders containing adjudication materials for the Commissioner and adjudicators; alerts adjudicators and Commissioner to key issues and potential problems.
- Proofreads, formats and distributes orders and decisions and liaises with communications staff to ensure orders and decisions are publicly available.
- Manages the exchange of records and information with OIPC's legal counsel, in response to judicial reviews.
- Monitors parties' compliance with administrative/procedural requirements, decisions and orders and initiates corrective action where necessary.
- Builds and maintains effective relationships with internal and external stakeholders in order to facilitate the exchange of information and resolution of issues that affect the inquiry process.

- Provides general administrative support to the Senior Adjudicator and adjudication team.

Qualifications

Education and Experience:

- 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
 - 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.

Knowledge, Skills and Abilities:

- Knowledge of the principles of natural justice and administrative fairness.
- Knowledge of FIPPA, PIPA and the OIPC and its processes.
- Ability to apply legislation, policy and procedure.
- Ability to identify and assess issues and make decisions within deadlines.
- Ability to take the initiative and work effectively in an environment with a high volume of work and timelines.
- Ability to set priorities and apply methods, processes and procedures to manage a large caseload.
- Detail oriented with excellent organizational skills.
- Ability to handle sensitive and confidential material with utmost discretion and attention to privacy.
- Strong written and verbal communication skills.
- Ability to communicate in an effective, accurate and timely manner about legislation, regulations, policies and procedures.
- Ability to work effectively with a variety of people, including inquiry participants, colleagues and OIPC legal counsel.
- Ability to work independently while consulting and sharing information with colleagues in a variety of team settings.

Competencies:

Analytical Thinking is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

Problem Solving/Judgement is the ability to, organize information, identify key factors, identify underlying causes and generate solutions.

Initiative involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.

Teamwork and Co-operation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

BC's Information and Privacy Commissioner

Promoting and protecting the information and privacy rights of British Columbians.

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