

Excellence in response and investigation for a safe West Vancouver

West Vancouver Police

Information & Privacy Coordinator WVMEA Permanent Full-Time

The **West Vancouver Police Department** is looking to fill one (1) Permanent Full-Time Information & Privacy Coordinator position.

The Information & Privacy Coordinator is responsible for receiving, prioritizing and processing requests for records and information, ensuring compliance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA), other legislation, and court orders.

The successful applicant will possess post-secondary education in a related field such as Business or Criminology, with a minimum of four (4) years' experience in a BC police environment with meaningful exposure to police procedures, records (including hard copy, audio and video), and police databases; have previous experience with application of the *Freedom of Information and Protection of Privacy Act*; or an equivalent combination of education, training and experience. **The successful completion of the FOIPPA Foundations Course (through the Province of British Columbia), and the Protection of Privacy Fundamental On-Demand Course will be considered an asset, as is familiarity with the FOIPPA Policy & Procedures Manual (Province of British Columbia) and documents within For Public Bodies – Office of the Information & Privacy Commissioner for BC.** The successful applicant will also possess a working knowledge of all relevant legislation, including *FOIPPA*; proven ability to apply legislation and case law to practical applications; and demonstrated knowledge and ability to utilize Adobe programs, audio/video editing software and Microsoft Office.

Applicants must have experience dealing tactfully, professionally and confidentially with Department staff, other agencies and the public; possess strong planning, analytical and problem solving skills; the ability to apply logic and sound judgement in prioritizing workload; planning and organizing skills; strong attention to detail with the ability to critically evaluate data and information with accuracy and perception; excellent communication skills; the ability to maintain a high degree of confidentiality in all aspects of the position; be a self-starter; have a positive attitude; be customer focused; and work well within a team.

Successful applicants will be required to obtain and maintain a security clearance, including a polygraph examination. You must be a Canadian Citizen or have Permanent Resident status.

Position Status:	WVMEA, Permanent Full-Time
Hours of Work:	In Office - Mon to Fri – 7:30am – 3:00pm
Rate of Pay:	\$36.97 per hour
Closing Date:	Noon, January 23, 2025
To Apply:	Submit resume and cover letter as PDF's to careers@wvpc.ca

We want to thank all applicants, however only those chosen for an interview will be contacted.