



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Are you looking
for new horizons?

Do you seek challenging and interesting files?
Do you want to be part of a globally influential university
that is ranked amongst the top 25 in the world?

UBC is seeking an experienced and motivated individual to join the Office of the University Counsel as:

FREEDOM OF INFORMATION SPECIALIST

UBC is one of Canada's largest universities and is also recognized as a top employer. With 50,000 students, 20,000 employees, and annual revenues of \$2 billion, UBC provides a rich and complex environment in which to pursue a career.

The Office of the University Counsel is responsible for managing all of UBC's legal affairs (with the exception of labour and employment matters) and provides a supportive and collegial work environment.

Reporting to the Access and Privacy Manager, the successful candidate will be expected to coordinate and manage access to information requests made to UBC under the Freedom of Information and Protection of Privacy Act (FIPPA). Major responsibilities include: making recommendations on the release of sensitive and complex information, ensuring that all statutory requirements under FIPPA for processing access requests are met, while ensuring legal and security risks to UBC are considered; processing court orders to UBC for records; handling highly confidential and sensitive information relating to students, staff, faculty members, community partners, and senior university administration; assisting the Access and Privacy Manager in additional FIPPA-related issues; meeting the statutory requirement to assist members of the public seeking information about access to records at UBC.

The successful candidate will have an undergraduate degree in a relevant discipline and a minimum of two years' experience or the equivalent combination of education and experience. Experience as a paralegal or analyst (or in a role performing legal or analytical work as a significant percentage of daily work) is preferred. Training in records management and the coordination and administration of the FIPPA or similar legislation is also preferred.

The salary range for this position is \$49,226 - \$59,094.

This posting closes on January 26, 2014. For full details, refer to <http://www.hr.ubc.ca/careers/staff-careers/> (see Job ID 17428).

Only those applicants selected for interviews will be contacted. UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.