



Yukon
Ombudsman



Yukon
Information
and Privacy
Commissioner



Yukon
Public Interest
Disclosure
Commissioner

Investigator and Compliance Review Officer

Posting Open Date:	April 29, 2019
Posting Close Date:	May 27, 2019 or until filled
Location:	Whitehorse, Yukon
Job Type:	Permanent Full-Time
Salary Range:	\$80,219 to \$93,486 per annum
Benefits:	12% salary paid in lieu of pension
Work Days/Hours:	Monday to Friday from 8:30 AM to 4:30 PM (7.5 hrs/day)
Travel Bonus:	\$2242.00 per year (after 1 year of employment)
Deliver Resumes to:	The Office of the Ombudsman, Suite 201, 211 Hawkins Street, Whitehorse, Yukon, Y1A 1X3. <u>Attention: Human Resources</u>

Note that this is not a Yukon Government position.

The Office of the Ombudsman, Information and Privacy Commissioner (IPC), and Public Interest Disclosure Commissioner (PIDC) (Office) is seeking to fill the position of Investigator and Compliance Review Officer.

The Ombudsman, IPC and PIDC is an independent officer of the Yukon Legislative Assembly and has responsibilities under the *Ombudsman Act*, the *Access to Information and Protection of Privacy Act* (ATIPP Act), the *Health Information Privacy and Management Act* (HIPMA), and the *Public Interest Disclosure of Wrongdoing Act* (PIDWA) (Acts). For information about the Ombudsman, IPC and PIDC visit the Office's website at: <http://www.ombudsman.yk.ca/meet-us>.

Under the *Ombudsman Act*, the Ombudsman is responsible to investigate allegations of unfairness made against government and other authorities. The Information and Privacy Commissioner is responsible to ensure government and other public bodies comply with the ATIPP Act and health care custodians comply HIPMA. Under PIDWA, the PIDC is responsible to investigate disclosures of wrongdoing made by employees of government and other public entities, and investigate allegations of reprisals taken against an employee.

As part of the Investigation and Compliance Review Team and reporting to the Ombudsman, IPC and PIDC, the Investigator and Compliance Review Officer plays a key role in the Office by assisting the Ombudsman, IPC and PIDC carry out her mandates. More specifically, the Investigator and Compliance Review Officer is responsible to:

1. conduct formal investigations into:
 - a. allegations of unfairness made under the *Ombudsman Act*;
 - b. complaints about non-compliance with ATIPP Act and HIPMA; and
 - c. disclosures of wrongdoing or complaints of reprisal under PIDWA;
2. prepare investigation reports containing findings and recommendations to remedy any non-compliance, unfairness, wrongdoing or reprisal and working with the Ombudsman, IPC and PIDC to finalize them;
3. work with the bodies subject to the Acts to ensure recommendations made as a result of any of the foregoing are implemented; and
4. provide advice (where applicable) about the Acts to the public and bodies subject to the Acts.

The Investigator and Compliance Review Officer may also:

5. perform intake, as required, for individuals who wish to make a complaint or disclosure under the Acts or request a review under the ATIPP Act;
6. conduct informal investigations to resolve complaints and disclosures under the Acts and requests for review under the ATIPP Act;
7. participate in the development and delivery of resources that will assist bodies subject to the Acts comply with them and that will inform the public about the Acts; and
8. perform other compliance review activities as required including investigation breaches of privacy.

Qualifications:

The Investigator and Compliance Review Officer must have experience:

- conducting investigations, analyzing information, drawing conclusions and writing investigation reports or letters (as applicable),
- interpreting and applying legislation, and conducting legal research,
- writing and communicating effectively,
- fostering and maintaining professional working relationships, and
- working within a team and independently.

The Investigator and Compliance Review Officer must have a university degree or other post-secondary education that is relevant to the position, or at least 5 years of investigative experience in statutory compliance, regulatory oversight, or other public administration capacities.

It would be beneficial for the Investigator and Compliance Review Officer to have a law degree.

Candidates with a law degree will be given preference.

For more information about the position and to review the detailed job description for the Investigator and Compliance Review Officer visit the Office's website at: <https://www.ombudsman.yk.ca/>. Only those applicants selected for an interview will be notified.

Thank you for your interest in this position.