



JOB POSTING #2022-006

**FULL TIME FREEDOM OF INFORMATION
COORDINATOR**
**Records and Information Management Services,
Command**

SALARY RANGE: \$70,220 - \$82,803
Start: TBD

The Barrie Police Services Board is seeking qualified applicants for the position of Full Time Freedom of Information Coordinator. The incumbent will administer the provisions of the Municipal Freedom of Information and Protection of Privacy Act including the processing of all access requests, liaising with the Office of the Information and Privacy Commissioner and providing daily support to members of the Service and the public on FOI related issues.

Reports to: Records and Information Management Services Manager

Principle Duties and Responsibilities

- Process freedom of information access requests
- Track all information related to access requests on Nordat software
- Prepare releases of information to Children's Aid Societies, Office of Children's Lawyer
- Review orders issued by Information and Privacy Commissioner's Office (IPC)
- Review information on Access Privacy Website
- Review and assist with files prepared for Insurance and Lawyer requests
- Update the Directory of Records
- Respond to IPC appeals through mediation and representations
- Notify IPC of privacy complaints and collaborate on resolutions
- Process or advise on any privacy and access matters
- Prepare files for Crown Attorney regarding Pre-Enquete Hearings
- Respond to Notices of Motions and prepare files for Civil Proceedings

- Prepare releases of information for Ministry of Attorney General - Crown Law Civil, Canada Border Services, and National Parole Board
- Liaise with sworn, civilian staff - exchange information and provide advice
- Speak with members of the public seeking advice about accessing information
- Attend training sessions offered by the Freedom of Information Police Network
- Train new Barrie Police Service sworn and civilian staff
- Report to Senior Management on contentious privacy matters
- Prepare annual report to the Information and Privacy Commissioner's office
- Prepare Privacy Impact Assessment
- Attend court to provide documents and/or testify about Barrie Police Service records
- Perform other duties as assigned

*Note: All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

The Barrie Police Service offers a competitive salary and excellent benefits. As a member of a growing and dynamic organization committed to the public safety of the community, the ideal candidate must possess:

Essential Qualifications

Minimum Requirements

- Be at least 18 years of age
- Be a Canadian Citizen or hold Permanent Resident Status
- Ontario Secondary School Diploma (OSSD); or equivalent
- Possess a valid "G" Drivers Licence
- Be physically and mentally able to perform the duties of the position

Education

- Post-Secondary education in one of the areas listed or similar field:
 - Paralegal Program
 - Law Program
 - Public Administration

Experience

- Five (5) year's experience in a policing environment with meaningful exposure to police procedures, records, and Acts relating to the disclosure of police information
- Certification as an Information Privacy Professional (CIPP/C and/or CIPM) is an asset
- Experience providing service to internal or external clients / general public, via telephone or in person

Desired Knowledge, Skills and Abilities

- Working knowledge of MS Office, Niche, CPIC and general databases
- Strong data entry skills; typing with speed (60 w.p.m.) and accuracy
- Proficient in office procedures, methods, routines, and specialized equipment including, but not limited to computers, scanners, copy machine
- Demonstrated working knowledge of the Municipal Freedom of Information and Protection of Privacy Act
- Knowledge of Criminal Code of Canada, CDSA, YCJA, Ten Codes, Caution Codes, Provincial Acts, City of Barrie By-laws, and Statistic Canada Regulations
- Established working knowledge of privacy and access matters
- Proven report writing skills
- Read and interpret procedures and policies
- Shows evidence of clear analytical thinking
- Strong organizational and time management skills, with the ability to prioritize
- Ability to read and interpret policies and procedures
- Exceptional communication and interpersonal skills
- Demonstrated high level of work accountability and personal effectiveness
- Proven ability to interact diplomatically, tactfully, and confidentially with all levels of the Service and members of the public, establishing and maintaining effective working relationships

- Strong customer service skills required to anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations in accordance with the Barrie Police Service Vision, Mission and Values

Working Conditions

- Regular work in a restricted, indoor office area; sitting for up to eight (8) hours, keyboarding, responding to and initiating emails/requests, maintaining focus while typing with both speed and accuracy.
- Maintain above average time management skills to meet multiple deadlines.
- High concentration demands required to prepare, review and check and/or process documents and databases which are comprised of confidential data that may be consolidated into reports to be used internally and externally.
- Managing conflicting and competing priorities that require frequent multi-tasking to meet conflicting deadlines or to accommodate immediate action requests throughout the day.

How to Apply

Posting Date: March 4, 2022

Closing Date: March 18, 2022

All interested **INTERNAL** candidates currently covered by the terms and conditions of the Barrie Police Service, Civilian Working Agreement, shall submit their cover letter and resume, outlining all education, training, and work experience to Sandra Moore, Administrative Assistant #9019 Human Resources and Employment Unit, on or before 1500 on the closing date.

EXTERNAL candidates, please submit a **COMPLETE** application package including a Civilian Application Form, Civilian Authorization for Release of Information Waiver, Cover Letter, and Resume, outlining education, training, and experience to support the essential qualifications and knowledge, skills, and abilities of the position prior to 1500 on the closing date.

Forms and Waivers may be found at www.barriepolice.ca under the Join Our Team tab →Civilian Employment →Application Process.

Applications may be submitted via email to recruiting@barriepolice.ca in one (1) PDF containing all documents, by mail, courier or hand delivery to the address below.

Late or incomplete submissions will not be accepted.

Barrie Police Service, Employment Unit
RE: Job Posting #2022-006 Freedom of Information Coordinator
110 Fairview Road, Barrie, ON L4N 8X8

In accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*, Barrie Police Service strives to ensure that all recruiting practices and processes are non-discriminatory and barrier-free. If contacted in regard to this competition, please advise the Human Resources Representative of accommodation measures you may require during our selection process. Personal Information is collected under the authority of the Police Services Act to determine eligibility for employment.

Personal information collected in response to this posting is collected under the Authority of the Police Services Act to determine eligibility of employment.

Barrie Police Service Values

Through our actions and dedication, we model the principles of Professionalism, Respect, Integrity, Diversity, and Excellence. (P.R.I.D.E.)