

# Privacy Officer

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## Position Details

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### Position Information

<b>Position Title</b>	Privacy Officer
<b>Department/Unit</b>	President's Office
<b>Location</b>	Halifax
<b>Posting Number</b>	S11-19
<b>Employee Group</b>	DPMG
<b>Position Type</b>	Regular, On-Going
<b>Duration of Contract (if applicable)</b>	
<b>Employment Type</b>	Full Time
<b>Full-time Equivalency (FTE)</b>	1.0
<b>Salary</b>	\$66,445 - \$89,892
<b>Classification</b>	ADM-07

**Provisional Statement** This position has a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation unit in approximately six months.

**About Dalhousie University** Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

**Job Summary** Reporting to General Counsel, the Privacy Officer is responsible for the development, oversight and administration of Dalhousie University's privacy policies, procedures and protocols and for the administration of requests for access under the Freedom of Information and Protection of Privacy Act.

**Key Responsibilities**

- Administer the University's responsibilities in responding to requests for access under the Freedom of Information and Protection of Privacy Act: receive and evaluate applications, work with applicants to better define requests, liaise with relevant university departments and units, making recommendations to the appropriate university head, communication with the Office of the Information & Privacy Commissioner, and represent the university on reviews by the Review Officer.
- Review and provide advice to departments and units concerning the completion of privacy impact analysis on new and revised initiatives, applications, infrastructure and programs that collect, store, use, disclose or destroy personal information in accordance with Dalhousie University policy, procedures and guidelines and related legislation.
- Administer the process to facilitate the University's reporting requirements under the Personal Information International Disclosure Protection Act.
- Develop and deliver education and training for university faculty and staff in relation to the University's privacy obligations and best practices.

- Develop best practices, guidelines and protocols in relation to the management of personal information to support the activities and programs across campus (including personal health information).
- Work collaboratively with Legal Counsel Office in responding to privacy complaints against the University.
- Support the administration of University privacy and information governance policies and related committees.
- Delegates work to, and supervises, the Access and Privacy Analyst (term position). The Access and Privacy Analyst assists the Privacy Officer with carrying out the day-to-day operations of the privacy office, including responding to access requests and providing advice to departments and units concerning the completion of privacy impact assessments.

**Note**

**Qualifications**

The successful applicant will have a university degree with a minimum of three to five years related experience, training and knowledge of privacy and access to information laws and regulations. Strong analytical skills, high attention to detail, and excellent verbal and written communication skills must be demonstrated. Solid experience in working with sensitive and confidential information is critical. The ability to work collaboratively in a complex environment is also necessary. Experience in working in a post-secondary setting would be an asset.

**Job Competencies**

The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies (<https://www.dal.ca/dept/leaders.html>), in particular:

- Knowledge & Thinking Skills
- Service
- Communication
- Integrity
- Respect & Inclusion

**Additional Information**

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

**Application Consideration**

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

**Diversity Statement**

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity).

**Posting Detail Information**

**Number of Vacancies**

1

**Open Date**

05/06/2019

**Close Date**

05/27/2019

**Open Until Filled**

## Special Instructions to Applicant

Quick Link for Direct Access to Posting <http://dal.peopleadmin.ca/postings/1382>

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

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## Documents Needed to Apply

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### Required Documents

1. Résumé / Curriculum Vitae (CV)

### Optional Documents

1. Cover Letter