

SEPTEMBER 21, 2022

COORDINATOR, ACCESS TO INFORMATION AND PRIVACY (ATIP)

POSITION NUMBER: 00021336
POSITION STATUS: Continuous, Full-Time
DIVISION: Finance and Administration
DEPARTMENT: Finance and Administration
SALARY RANGE: 7 – \$60, 164 to \$74,682 (under review)
UNION CATEGORY: PIPSC
FLEXIBILITY PROFILE: Mostly Remote
LOCATION: Montreal
SECURITY CLEARANCE: Secret

Are you passionate about great storytelling, about exploring the issues that matter, about pushing the boundaries in new audiovisual experiences? So are we. As Canada’s public producer and distributor, the National Film Board has been telling the country’s stories and pioneering breakthroughs in virtually every field of audiovisual content since 1939. But to do this, we need a team that truly reflects the richness and diversity of Canada. If you’d like to be a part of this team—and part of the NFB’s incredible legacy—we’d love to hear from you.

SUMMARY OF DUTIES

Acts on behalf of the Commissioner to administer the *Access to Information Act* and the *Privacy Act*. Performs the dual function of serving both the public and the NFB in matters relating to the *Access to Information Act* and the *Privacy Act*.

MAJOR RESPONSIBILITIES

- Manages the *Access to Information and Privacy* (ATIP) program, interprets and applies the legal and policy requirements, and advises on disclosure of information.
- Advises the NFB on the application of ATIP legislation.
- Interprets and enforces legal and policy requirements regarding the public’s right of access to the NFB’s records under the *Access to Information Act* and provides advice to senior management with respect to disclosure of information. This responsibility includes managing the process by which requests for access to information are received and processed, in accordance with the requirements of the law and policies in effect.
- Interprets and applies the requirements of the law and policies concerning the rights of individuals (clients and employees) under the *Privacy Act* by:
 - advising the NFB on the proper implementation and conduct of the NFB’s activities, to protect the privacy of individuals;
 - assisting in the conduct of privacy impact assessments relative to the implementation of any new policies, activities, programs or systems and changes to any existing policies, activities, programs or systems;
 - processing and responding to requests for access to personal information and correction of personal information.
- Processes and negotiates complaints made under the ATIP legislation; this includes interaction with the representatives of the Offices of the Information and Privacy Commissioners of Canada as well as with the NFB’s legal advisors.
- Prepares the Treasury Board of Canada Secretariat’s Info Source document.
- Prepares reports and statistics on the application of ATIP legislation.
- Develops and implements training programs and strategies to keep NFB staff aware of their responsibilities regarding ATIP.
- Monitors trends, defines standards, analyzes practices, advises program managers, and reviews proposed legislation, for example, in relation to privacy issues.
- If applicable, assists in the coordination of parliamentary questions from the House of Commons, Senate and parliamentary committees and provides responses to the Department (PCH).

REQUIRED QUALIFICATIONS

- A college diploma in Administration, Legal Technology or a university certificate in Public Affairs, Business Administration or equivalent;

- Minimum of five (5) years of experience in access to information, ideally in the federal government, or relevant combination of education and experience;
- Proficient in Microsoft Office (Word, Excel and PowerPoint);
- Bilingualism in both official languages (French and English), oral and written.

PERSONAL QUALITIES

- Judgment, tact and discretion;
- Organizational skills, initiative, autonomy, adaptability;
- Strong aptitude for customer service and collaboration;
- Strong communication, writing and reporting skills;
- Excellent ability to manage several tasks simultaneously with an organized, structured and rigorous work approach;
- Ability to analyze, synthesize and solve problems.

Interested candidates with the above qualifications are invited to apply in writing, **including a copy of their résumé to cv@nfb.ca, BY OCTOBER 5, 2022, citing competition number: MC-00021336.**

The NFB is committed to building a skilled, diverse workforce that's reflective of Canadian society. It promotes initiatives such as employment equity and encourages candidates to voluntarily indicate in their cover letter if they are a woman, a member of a First Nations group, Inuk, Métis, a person with a disability, or a member of a visible-minority group.

The NFB is also committed to developing inclusive, barrier-free selection processes and work environments. Feel free to advise us of any accommodation needs.

Please note that only applicants selected for an interview will be contacted.