



Manager of Privacy & Policy Employment Opportunity #285-23.24

Closing Date: April 5, 2024 at 4:00 PM

University Secretariat

The University Secretariat is a unique organizational unit within the University with a comprehensive mandate. The Secretariat is the office primarily responsible for ensuring the University's proper and effective governance and its compliance with its incorporating statutes, policies, procedures, rules and regulations. The Secretariat provides unifying advice and support to the University's leadership, academic, student services and other ancillary operations.

WHAT WE OFFER

Full-time | Continuing | Fredericton | On-Campus

Standard Work Hours: Mon - Fri | 8:15 am - 4:30 pm | 36.25 hours per week

Salary Range: \$70,770 - \$95,723 per annum

YOUR FOCUS

Reporting to the University Secretary, this position leads a team that oversees the University's compliance with Right to Information Requests (RTIPPA), the Personal Health Information Privacy and Access Act (PHIPAA), and Canadian Anti-Spam legislation (CASL). This position also oversees the University's policy framework, identifying policy gaps within University Policies and providing expert advice and administrative support for a number of student disciplinary processes and procedures.

- Establish goals for process improvement, ensure alignment with institutional vision and mission in the work of the unit.
- Develop and implement institutional policies. Regularly review current policies and update, provide guidance and advice on potential changes; provide expert advice to unit leaders developing policy in other areas.
- Provide support to both academic and non-academic disciplinary processes. Provide strategic advice to university stakeholders with respect to interpretation of academic regulations. Serve as counsel to student appeal committees.
- Play a leadership role in the oversight and administration of non-academic disciplinary processes including processes related to allegations under the general regulations on conduct, administration of the Student Disciplinary Code and the Sexual Assault Policy and provide expert advice on policy, procedure and process for residence and athletics disciplinary processes.
- Oversee the strategy and administration of records management and compliance with multiple pieces of legislation.
- Support the board, Senates, senior administration and other relevant offices in the development and interpretation of regulations.

WHAT YOU BRING

- Law Degree (JD/LLB or equivalent) with eligibility to practice law in New Brunswick. Consideration may be given to candidates with equivalent relevant experience and a Masters' degree or other professional degree in a directly related field.
- Minimum 5 years' experience in regulatory or litigation work; knowledge of and experience interpreting legislation.

Additional Strengths

- Strong analytical and critical thinking skills.
- Strong mediation and negotiation skills.
- Experience in conflict/dispute resolution.
- Experience advising on processes that rely on thorough understanding of administrative law.

WORK WITH US

WHY CHOOSE UNB?

UNB offers a large variety of benefits for employees, including a full pension, a minimum of three weeks of vacation annually, the Employee and Family Assistance Program (EFAP), and dental, life, and health insurance.

ADMINISTRATIVE, PROFESSIONAL AND TECHNICAL GROUP (APT)

This position is part of the non-union Administrative, Professional and Technical (APT) group.

COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

The University of New Brunswick is committed to employment equity and fostering diversity within our community and developing an inclusive workplace that reflects the richness of the broader community that we serve. The University welcomes and encourages applications from all qualified individuals who will help us achieve our goals, including women, visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation,

gender identity or gender expression. Preference will be given to Canadian citizens and permanent residents of Canada.

We thank all who apply; however, only those selected for an interview will be contacted.