

OPEN TO THE PUBLIC
SOLICITOR 1

ACCESS AND PRIVACY SERVICES (APSO) OFFICE

DEPARTMENT OF JUSTICE & PUBLIC SAFETY
LOCATION - Charlottetown

FULL-TIME TEMPORARY EXCLUDED POSITION
(Commencing Immediately for One Year)

This position is responsible for the provision of legal support to the Access and Privacy Services (APSO) Office, which provides support to all of Government and is situated within the Department of Justice and Public Safety.

Duties will include:

- Providing legal advice to government departments, agencies, boards and commissions regarding the administration of the *Freedom of Information and Protection of Privacy (FOIPP) Act*, and to represent government in FOIPP-related matters before the Office of the Information and Privacy Commissioner and the courts;
- Interpreting various different pieces of legislation and regulations to assess the interplay between FOIPP and the other legislation and regulations;
- Providing legal advice and support to government on Open Government and Open Data initiatives, as well as in respect of matters relating to privacy policies and protocols and the development thereof;
- Conducting research and performing legal analysis on complex matters;
- Advising Ministers and Deputy Ministers regarding disclosure of information in terms of protection of privacy and in response to FOIPP requests.
- Providing guidance to the APSO office and to all of government on matters relating to the protection of privacy;
- Participating as a member on the FPT Public Service Chief Information Officers Committee (PSIOC) Privacy Sub Committee;
- Representing Government, its agencies, boards, commissions and Crown corporations as a litigator and/or mediator before the Information and Privacy Commissioner as required.

Minimum Qualifications:

- Must have a law degree from a recognized university. Successful completion of the admission requirement and certification to practice law in Prince Edward Island;
- A member in good standing with the Law Society of Prince Edward Island;
- Ability to interpret legislation and policy and Research experience;
- Knowledge of the *Freedom of Information and Protection of Privacy (FOIPP) Act* and regulations;
- Computer knowledge and competencies including but not limited to Microsoft Word, Excel, Power point and GroupWise;
- Excellent Organizational and time management skills;
- Strong communication skills (verbal, listening, written);
- Demonstrated problem-solving, analytical, facilitation skills.

Other Qualifications:

- Any formal training in public administration or access and privacy is considered to be an asset
- Knowledge of record management policy and practises is considered to be an asset

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.

Salary Range: \$ 32.02 To \$40.02 hour (Level 19 excluded)
Bi-Weekly Hours: 75.0 hours bi-weekly
Posting ID: 130223-0717JPTO
Closing Date: Monday, August 7, 2017 4:00 p.m.

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8.iquest; Applications may be sent by fax to (902) 368-4383.iquest; IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms.iquest; You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs.iquest; Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.