



## Saskatchewan Information and Privacy Commissioner

### Position Profile

#### Relationship to the Legislative Assembly

- ❖ The Information and Privacy Commissioner is an officer of the Legislative Assembly, independent of executive government.
- ❖ As an officer of the Assembly, the Information and Privacy Commissioner is required to perform the duties impartially and without partisan bias.
- ❖ The Information and Privacy Commissioner reports to the Legislative Assembly through the Board of Internal Economy.
- ❖ The office budget is approved by the Legislative Assembly's Board of Internal Economy.
- ❖ The Information and Privacy Commissioner is required to submit an annual report to the Speaker of the Assembly which shall be laid before the Assembly in accordance with *The Tabling of Documents Act, 1991*.
- ❖ The Standing Committee on House Services reviews the annual report, other reports and Estimates.

#### Legislation related to the role of the Information and Privacy Commissioner

*The Freedom of Information and Protection of Privacy Act*  
*The Local Authority Freedom of Information and Protection of Privacy Act*  
*The Health Information Protection Act*  
*The Labour Standards Act,*  
*The Occupational Health and Safety Act, 1993*  
*The Public Service Act, 1995*  
*The Saskatchewan Employment Act (awaiting proclamation)*

## **Saskatchewan Information and Privacy Commissioner Position Profile**

### **Terms and Conditions of Appointment**

- ❖ The Information and Privacy Commissioner is appointed by the Lieutenant Governor in Council on the recommendation of the Legislative Assembly. Unless he or she resigns, dies or is removed from the Office, the Information and Privacy Commissioner holds office for a term of five years from the day of appointment and may be re-appointed for one additional term of five years.
- ❖ The Information and Privacy Commissioner is paid a salary that is equal to the maximum of the Senior Executive Level 2 salary range. The annual salary as of April 1, 2013 was \$192,348.
- ❖ The position offers a comprehensive benefits package. (Disability, Extended Health, Dental, Group Life Insurance, Pension and Flexible Benefit). See “[Salary and Benefits Information](#)” for detailed information.

### **Location, Employees and Budget**

- ❖ The Office of the Information and Privacy Commissioner is located in Regina.
- ❖ The Office of the Information and Privacy Commissioner has a staff complement of 7 employees; all of which are out-of-scope order in council appointments.
- ❖ The 2013/2014 budget for the Office of the Information and Privacy Commissioner is 1.1 million dollars.

## **Mission of Office of the Information and Privacy Commissioner Saskatchewan**

The people of Saskatchewan shall enjoy the full measure of information rights that have been affirmed by the Legislative Assembly of Saskatchewan.

### **Key Responsibilities**

- ❖ Oversee the response to requests for review of decisions made by government institutions, local authorities or trustees in response to access requests, and makes recommendations to those bodies.
- ❖ Investigate complaints from individuals who believe their privacy has not been respected by government institutions, local authorities or Health Information trustees, and makes recommendations to those bodies.
- ❖ Promotes the resolution of complaints by mediation or other non-adversarial processes.
- ❖ Provides advice to government institutions, local authorities or Health Information Trustees on legislation, policies or practices that may impact citizen's access or privacy rights.
- ❖ Undertakes public education about the powers and duties of the Office of the Information and Privacy Commissioner and to increase the awareness of all citizens of their information rights including both access to information and protection of privacy.
- ❖ Supports the development of government institutions and local authorities to ensure sensitivity to the privacy of the people of Saskatchewan, all in accordance with the provisions of the applicable legislation.
- ❖ Supports the development of Saskatchewan Health Information Trustees operations that fully respects the privacy rights of the people of Saskatchewan as guaranteed by the Health Information Protection Act and the Canadian Charter of Rights and Freedom.
- ❖ Promotes fairness, equity and administrative accountability through the investigation of complaints by an independent and non-partisan Officer of the Legislative assembly.
- ❖ Oversees the provision of an independent, impartial and objective review complaint mechanism.
- ❖ Is accessible and responsive to persons who believe their privacy has not been respected or who have perceived a decision as unfair.
- ❖ Advises the government of concerns identified by the Office of the Information and Privacy Commissioner and provides recommendations to government on ways and means to address areas of concern identified through impartial and objective review complaint mechanism.
- ❖ Leads the visioning and strategic planning for Office of the Information and Privacy Commissioner.
- ❖ Responsible for the leadership of the Office of the Information and Privacy Commissioner including financial, administrative and human resource management functions.

## **Qualifications and Competencies required by the Information and Privacy Commissioner**

### **Qualifications**

- ❖ Extensive and senior leadership skills with management experience in public or private sector organizations, including visioning, strategic planning and management of human and financial resources.
- ❖ Exceptional collaboration and mediation skills with ability to establish relationships and gain acceptance from a wide range of stakeholders including government officials, program administrators, and the general public.
- ❖ Demonstrated ability to render decisions on complex and sensitive issues, preferably in areas related to privacy.
- ❖ Experience in the interpretation and application of legislation, regulation and policies.
- ❖ A degree in a relevant field of study, or an equivalent combination of education and experience. This opportunity may appeal to those with a background in law or legal proceedings.
- ❖ Knowledge of current and emerging technologies and their relationship to privacy and access issues.
- ❖ Knowledge of the global nature of privacy and data protection and policy regimes in other jurisdictions (provincial, territorial, national) would be an asset.

### **Competencies**

- ❖ Superior leadership skills: demonstrated and significant experience in team leadership including the ability to build vision and inspire others towards this vision, creating enthusiasm and a desire to achieve.
- ❖ Strategic orientation with the ability to position the organization to deal with emerging and long term trends, issues and opportunities.
- ❖ Exceptional oral and written communication skills with ability to communicate complex issues and consolidate information clearly, diplomatically and credibly.
- ❖ Collaborative interpersonal skills with ability to build and maintain friendly and reciprocal relationships with internal and external stakeholders.
- ❖ Excellent analytical and investigative skills.

<p style="text-align: center;"><b>Qualifications and Competencies required by the Information and Privacy Commissioner (continued)</b></p>
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- ❖ Professional and personal credibility, objectivity, tact, discretion and diplomacy
- ❖ Superior judgment and decision making skills.
- ❖ A role model fostering a culture of personal growth, high performance, and accountability.
- ❖ Experience in guiding change management or process improvement projects, particularly the ability to manage multiple stakeholders (internal and external), complex issues and heavy workloads.
- ❖ Results Oriented with ability to set challenging goals to further the organization's success.
- ❖ Skilled at prioritizing, organizing, monitoring and evaluating work or projects to ensure tracking is in line with deadlines and budget requirements.
- ❖ Flexible and adaptable in meeting the changing needs of the Office of the Information and Privacy Commissioner, employees and operations, stakeholders and public.

The successful candidate shall be subject to a Criminal Record Check as a condition of employment.