

# STAFFING BULLETIN

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**Bulletin #71**

**Date: November 23, 2021**

## **MANAGER OF PRIVACY AND RISK MANAGEMENT**

Applications are invited for the position of **Manager of Privacy and Risk Management** for School District No. 73 (Kamloops-Thompson). This is a full-time, exempt position starting immediately. As part of School District 73's management team, and reporting to the Secretary-Treasurer, the Manager of Privacy and Risk Management is responsible for overseeing the District's risk management and privacy compliance programs. The role provides independent, objective assurance designed to add value and improve the organization's operations. It is positioned to help the organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management and privacy compliance processes.

The position is responsible for facilitating the implementation of a risk management framework for the organization. The position works with Senior Management and key stakeholders to implement the risk management program designed to identify, measure, mitigate, monitor, and report the key risks that may impact the organization's ability to achieve its strategic objectives. The position will also work with senior staff to manage and coordinate with outside legal counsel and human resource issues for the District.

### **Duties and Responsibilities:**

#### Risk Management

- Development and maintenance of the Enterprise Risk Management framework and risk register for the District
- Advisor to all School District No. 73 (Kamloops-Thompson) ("SD73") departments and schools on risk related issues, including:
  - Recommending and implementing mitigation strategies, preventative measures to minimize costs through the reduction/avoidance of applicable costs and fines, as well as labour costs, and lower the District's risk and liability tolerance
  - Assisting departments in development of policies and processes related to enterprise risk
- Development of Memorandums of Understanding (MOU) or Facility Use Agreements and risk forms with all departments and review waivers from outside organizations
- Presentations on SPP and Risk Management to various SD73 departments and school departments
- Review SPP daily incident reports for any high-risk incidents that could lead to claims against the District
- Review insurance and indemnity language in contracts

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### Freedom of Information (FOI)

- Under the direction of the Associate Superintendent of Human Resources, manage the District's FOI requests, including receiving requests, collection and redaction of records, dealing with FOI applicants via mail, email and phone, consulting with legal counsel on requests and representing the District in the event of an Office of the Information and Privacy Commissioner (OIPC) investigation
- Creation of all privacy policies and procedures, establishment and ongoing assessment and revision of FOI program controls and ensuring compliance with up-to-date legislation and regulations
- Design and implement employee workshops and presentations around FOI and Privacy and demonstrate leadership within the District in creating and maintaining the desired culture of privacy

### Privacy

- Act as the District Privacy Manager, implementing a District wide privacy management program according to guidance for public bodies issued by the Office of Information and Privacy Commissioner for British Columbia.
- Manage privacy breaches when they occur and determine what action is required and what changes to internal process are needed to prevent the breach from occurring again
- Development of Privacy Breach Policy and Guidelines and Coordinate Privacy Breach presentations
- Advise and manage Privacy Impact Assessments (PIAs) for new programs or initiatives within the District, as well as create and/or maintain PIAs for existing data-related programs or initiatives, and maintenance of the Personal Information Directory.

### Legal and Insurance

- Work with the Secretary-Treasurer and Associate Superintendent of Human Resources to manage and coordinate with outside legal counsel and human resource issues for the District.
- Manage civil claims against SD73, including liaising with claimants and assisting legal and adjusters with litigation brought against the District
- Manage miscellaneous legal issues when SD73 staff are subpoenaed to court, including liaising with staff and external legal counsel
- Work with the Secretary-Treasurer in the placement of all property and liability insurance for the District (education center, optional property, fleet, garage policy, student accident, athletics association)

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### Legal and Insurance continued

- Review contract and tender documents, providing advice to various SD73 departments on insurance provision and indemnity wordings and coordination of certificates of insurance for school trips and school rentals
- Manage the settlement of all SD73 property claims under \$10,000 in accordance with the District's administrative procedures. This also includes individual staff property and vehicle claims.
- Manage the settlement of all SD73 property claims over \$10,000 with schools, business units and SPP.
- Oversee process improvements in the areas of insurance, claims and risk management at the school and district level

### **Qualifications, Abilities, Knowledge and Skills:**

- Possession of, or working towards, a Certified Risk Management Professional (RIMS-CRMP) credential
- Possession of, or working towards, a Certified Information Privacy Professional (CIPP) credential
- Risk management experience, including knowledge of risk management governance and controls
- Demonstrated understanding and application of Canadian information privacy laws, principles and practices
- Demonstrated proven ability to independently manage numerous projects simultaneously at various stages of development
- Outstanding written and oral communication skills and the ability to communicate at all levels of the organization

**Application Deadline: Tuesday, December 14, 2021 at 12:00pm**

Letters of application and resume, including references, must be submitted through the Make a Future website: [www.makeafuture.ca/kamloops-thompson](http://www.makeafuture.ca/kamloops-thompson)