



ACCESS TO INFORMATION ANALYST

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COMPETITION: #2697-50177914

SECTION: Strategy & Innovation, Information & Privacy Unit
STATUS: Regular full-time
HOURS OF WORK: 4-Day Compressed work week (Tuesday – Friday)
SALARY: Pay Grade 23 - \$40.34 to \$47.62 per hour
COMPETITION END DATE: Thursday, July 9, 2026

Responsible for fulfilling the principles and requirements of the Freedom of Information and Protection of Privacy Act (“FIPPA”) which includes processing and analyzing access requests for information, mediating request for reviews with the Information and Privacy Commissioner, as well as addressing related issues of FIPPA compliance.

ESSENTIAL DUTIES

- Receives Freedom of Information requests from the public; coordinates and determines the scope of the search for the information.
- Completes a detailed review of the information in relation to all the provisions of the Freedom of Information and Protection of Privacy Act and determines the information that can be released.
- Completes, and signs a written response to the requester providing the information and as necessary, an explanation of the reasons under the Act that not all the requested information was released.
- Prepares an analysis and recommendations of the most complex Freedom of Information requests, including interpretations of unsettled sections of the act for review.
- Prepares and signs formal timeline extension requests for the office of the FOI Commissioner; recommends to a Manager new or revised procedures to improve Police Department processing of FOI requests.
- Keeps abreast of new interpretations of the Act as it relates to the work performed.
- May prepare records, files, reports and correspondence and perform incidental clerical tasks related to the work.
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Considerable knowledge of the legislation, rules, regulations, practices and procedures governing the work performed.
- Considerable knowledge of the general functions of the sections of the Police Department as it relates to the work performed.
- Ability to determine the internal scope of information searches to gather all the relevant information related to FOI requests.
- Ability to conduct detailed analysis of information, make determinations and written recommendations on what data should and should not be released under the Act.
- Ability to coordinate information searches through the Police Department.
- Ability to communicate effectively orally and in writing and prepare written explanations for the public on the reasons for releasing and/or retaining information under the provisions of the Act.

Preferred:

- Working knowledge of police information systems (e.g. PRIME Query/Browse, CPIC).
- Working knowledge of Quality Control criteria such as role coding and UCR standards.
- Working understanding of body worn camera systems and related redaction techniques



EXPERIENCE

Preferred:

- Experience with advanced application of Freedom of Information and Protection of Privacy legislation.

EDUCATION

Required:

- Completion of a Diploma Program in criminology or a related discipline and sound related experience.
- Or an equivalent combination of training and experience.

Preferred:

- Recognized Certification Training such as IAPP (Certified Information Privacy Professional or Certified Information Privacy Manager - CIPP/C or CIPM).

OTHER REQUIREMENTS

- All employees must maintain their Enhanced Reliability Clearance while employed with the Vancouver Police Department.
- Enhanced Reliability Clearances will be renewed every 5 years.
- Canadian Citizenship or Permanent Resident status.

ELECTION PROCESS

Shortlisted applicants will be required to pass a testing stage prior to moving onto the interview.

NOTE: This position falls under the jurisdiction of Teamsters Local 31.

Applicants should submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. on the closing date. **The competition number must be indicated in the subject line of the email.**