



Yukon  
Ombudsman



Yukon  
Information  
and Privacy  
Commissioner



Yukon  
Public Interest  
Disclosure  
Commissioner

## Investigator and Compliance Review Officer (ICRO)

<b>Position:</b>	<b>Formal Investigations Team</b>  Qualified candidates may be used to fill future positions.
<b>Posting Open Date:</b>	<b>April 4, 2025</b>
<b>Posting Close Date:</b>	<b>Open until filled</b>
<b>Location:</b>	<b>Whitehorse, Yukon (onsite in office)</b>
<b>Job Type:</b>	<b>Permanent Full-Time</b>
<b>Salary Range:</b>	<b>\$105,596 to \$122,633 per annum</b> *Pay scale currently under review as of Jan 1/25
<b>Benefits:</b>	<b>Extended Health Benefits and 12% in lieu of pension</b>
<b>Workdays/Hours:</b>	<b>Monday to Friday from 8:30 AM to 4:30 PM (7.5 hrs/day)</b>
<b>Travel Bonus:</b>	<b>\$2,242.00 per year (after 2 years of employment)</b>

***Note that this is not a Yukon Government position.***

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The Office of the Ombudsman, Information and Privacy Commissioner (IPC), and Public Interest Disclosure Commissioner (PIDC) is seeking to fill the position of Investigator and Compliance Review Officer on its Formal Investigation (FI) Team.

The Ombudsman, IPC and PIDC is an independent officer of the Yukon Legislative Assembly and has responsibilities under the *Ombudsman Act*, the *Access to Information and Protection of Privacy Act* (ATIPPA), the *Health Information Privacy and Management Act* (HIPMA), and the *Public Interest Disclosure of Wrongdoing Act* (PIDWA) (Acts). For information about the Offices of the Ombudsman, IPC and PIDC visit us at: [yukonaccountability.ca](http://yukonaccountability.ca)

Under the *Ombudsman Act*, the Ombudsman is responsible to investigate allegations of unfairness made against government and other authorities.

The Information and Privacy Commissioner is responsible to ensure government and other public bodies comply with the *Access to Information and Protection of Privacy Act* (ATIPP Act)

and health care custodians comply with the *Health Information Privacy and Management Act* (HIPMA).

The PIDC is responsible to investigate disclosures of wrongdoing made by employees of government and other public entities and investigate allegations of reprisals taken against an employee.

As part of the Formal Investigation Team and reporting to the Ombudsman/Commissioner, the Investigator and Compliance Review Officer plays a key role by assisting the Ombudsman, IPC and PIDC carry out their mandates. More specifically, the Investigator and Compliance Review Officer is responsible to:

1. Conduct comprehensive investigations into complaints and disclosures received under the Acts as part of a formal investigation and contribute to the preparation of an investigation report containing findings and recommendations to remedy any non-compliance, unfairness, wrongdoing or reprisal.
2. Work with the bodies subject to the Acts to ensure recommendations made as a result of any of the foregoing are implemented.
3. Evaluate risks to privacy and information security resulting from the implementation of a new program or activity by a public or health body and make recommendations to mitigate risk.
4. Evaluate privacy breaches, including those involving information technology, reported by public and health bodies and works with these bodies to mitigate risks and prevent recurrence.
5. Comment on access to information, privacy, and disclosure policies and procedures, and develop guidance materials and communications to educate the public and the bodies subject to the Acts.
6. Participate in outreach activities and participate in developing training and outreach materials under the office's three mandates.
7. Support the Informal Case Resolution Team when required (e.g. staffing shortages or employee absences) by:
  - a. Performing complaint intake duties including meeting with members of the public, government employees, and other interested parties that attend our office.

- b. Conducting investigations under the ICR process with the goal to informally settle complaints, requests for review, and disclosures received under the Acts by working with the parties to achieve settlement by applying conflict and negotiation skills.

### **Qualifications and Experience:**

The Investigator and Compliance Review Officer must have the following experience:

- planning and conducting investigations, analyzing information, and drawing accurate conclusions,
- writing investigation reports, letters, and briefing notes,
- conducting legal research and interpreting and applying legislation,
- managing and negotiating conflict,
- writing and communicating effectively,
- fostering and maintaining professional and constructive working relationships,
- building relationships with stakeholders both internal and external,
- working within a team and independently,
- managing a large volume of files of varying types and complexity,
- managing competing priorities, deadlines, and handling associated administrative tasks in efficiently and thoroughly,
- working in a fast-paced environment with a demonstrated ability to complete multiple tasks and meet tight timelines,
- working in a detail-oriented role where vigilance is required,
- demonstrating good judgment, and
- proficiency with the Microsoft Office Suite and other commonly utilized software (*e.g.* Adobe, secure file transfer, short keys, etc.).

The Investigator and Compliance Review Officer must have a university degree or other post-secondary education that is relevant to the position, or at least 5 years of investigative experience in statutory compliance, regulatory oversight, or other public administration capacities.

It is highly desirable for the Investigator and Compliance Review Officer to have:

- a law degree; and/or
- CIPP/C
- experience:
  - investigating causes of privacy breaches or in privacy breach management involving information systems,
  - interpreting and applying ombudsman, access, privacy, and public interest disclosure legislation,

To review the detailed job description, visit our [Career Page](#).

### **Applying for this opportunity**

Submit your cover letter and resume to our Office at the address below. Selection for further consideration will be based solely on the information you provide. Therefore, your cover letter and resume must clearly demonstrate how you meet the qualifications of this position or how your experience is directly relevant to the position as described and supported by your resume.

**Applicants must be able to work in Canada.**

*Candidates with a law degree or related education/training will be given preference.*

If you have any questions about this position and to apply, email:

[Careers@YukonOmbudsman.ca](mailto:Careers@YukonOmbudsman.ca)

**Thank you for your interested in this position, but only candidates who are selected to move forward in this competition will be contacted.**