



Job Profile	
Title	Access to Information and Privacy (ATIP) Coordinator
Position Location	The position is located within the Natural Sciences and Engineering Research Council of Canada (NSERC) in Ottawa, Ontario.
<p>We currently have an indeterminate employment opportunity.</p> <p>Please note that should there be no candidates that qualify at level, we may consider filling this position as an “overfill” at the GR-09 level with a salary range of \$75,496 to \$94,371.</p>	
Classification	GR-08
Salary	From \$68,536 to \$84,611
Language Requirements	Bilingual Imperative (CCC/CCC) in both Official Languages
Who Can Apply	Canadian citizens and permanent residents of the National Capital Region
<p>Job Summary</p> <p>Functional specialist responsible for all aspects of the application, interpretation and administration of the <i>Access to Information Act</i> (ATI) and the <i>Privacy Act</i> (PA) within NSERC, and for ensuring NSERC compliance with these laws, including reporting requirements. Coordinates all activities relating to the operation of the Acts and related regulations, directives and guidelines. Coordinates responses to formal requests received; conducts research and analysis; provides advice, recommendations, and value-added solutions to NSERC managers and staff; ensures ATIP is factored into the planning of NSERC programs and activities; and develops and implements policies, procedures and training sessions. Represents NSERC externally and supervises staff.</p>	
Education	<p>Bachelor's degree or acceptable combination of education, experience and training</p> <p>Completion of ATIP courses is considered an asset</p>



Experience	<ul style="list-style-type: none">• Experience in administration, particularly in providing coordination services• Experience in developing ATIP policies, procedures and guidelines• Experience in preparing annual ATIP reports• Experience in developing and providing ATIP training, education and awareness programs• Experience in writing briefing notes and in providing advice to senior management on sensitive and complex issues• Experience in supervising staff• Experience in defining operational requirements and planning, directing and establishing priorities
Reference Number	NS-10-0410
Closing Date	September 3, 2010
Statement of Qualifications	
Knowledge	<ul style="list-style-type: none">• Knowledge of Federal Legislation such as the <i>Access to Information Act</i> and the <i>Privacy Act</i>, related regulations and jurisprudence• Knowledge of relevant Treasury Board policies and directives• Knowledge of the mandates and roles of central agencies• Basic knowledge of the mission, structure and activities of NSERC
Abilities	<ul style="list-style-type: none">• Ability to manage and coordinate a high level of activities in accordance with established policies and procedures under strict deadlines• Ability to negotiate and solve problems in order to guide managers and other employees, and to reach compromises on difficult requests and issues• Ability to establish and maintain good relations with the legal advisor, other government institutions and the managers of the central agencies of the government, and to represent NSERC externally• Excellent ability to communicate orally and in writing in order to make appropriate recommendations concerning new or complex ATIP issues



Personal Suitability	<ul style="list-style-type: none"> • Autonomy • Sound judgment • Initiative and flexibility • Thoroughness, attention to detail and reliability • Strong interpersonal skills, including tact and diplomacy • Client service orientation
Condition(s) of Employment	<ul style="list-style-type: none"> • Security Clearance : Secret Status
<p>We thank all of you for your interest in this employment opportunity. Please note, however, that only those applicants selected for further consideration will be contacted.</p>	
<p>Please send your application by September 3, 2010, quoting Reference Number NS-10-0410 to:</p> <p>NSERC Constitution Square, Tower II 350 Albert Street Ottawa, Ontario K1A 1H5</p> <p style="text-align: right;">Fax: 613-943-8675 E-mail: recruiting@nserc-crsng.gc.ca</p>	
<p>Candidates must fully demonstrate in their application that they have all of the required qualifications.</p> <p>NSERC is committed to developing inclusive, barrier-free recruitment processes and work environments. If contacted regarding this competition, please advise the Council official in a timely fashion of any accommodation assistance which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.</p> <p>NSERC is an equal opportunity employer and encourages applications from women, members of a visible minority group, Aboriginal people and persons with disabilities.</p> <p>Acknowledgement of receipt of applications will not be sent; we would like to thank all candidates who apply. Only those selected for an exam/interview will be contacted.</p> <p>Please note that this position is being posted simultaneously internally and externally.</p>	