Office of the
Saskatchewan Information
and Privacy Commissioner

Intake Officer – 1 Term Position

(1-year term)

Location: Regina

Closing Date: November 16, 2026

About Us:

The Office of the Saskatchewan Information and Privacy Commissioner (OIPC) is an independent office of the Saskatchewan Legislative Assembly. OIPC oversees three Saskatchewan statutes: *The Freedom of Information and Protection of Privacy Act* (FOIP), *The Local Authority Freedom of Information Protection of Privacy Act*, and *The Health Information Protection Act* (HIPA). These three Acts establish the access to information and privacy rights of citizens.

The OIPC is an oversight office and is dedicated to advocating for the access and privacy rights of Saskatchewan citizens. OIPC ensures that public bodies and trustees respect the privacy and access rights of the citizens of Saskatchewan by informing members of the public of their information rights, resolving access and privacy disputes between individuals and public bodies and trustees, making recommendations on appeals from access to information and correction request decisions by public bodies, investigating and resolving privacy complaints, offering advice on public bodies'/trustees' policies and practices, and commenting on proposed laws or amendments to legislation when there are access or privacy implications.

To learn more about the work that we do, please visit: www.oipc.sk.ca.

The Opportunity:

Reporting to the Director of Intake, this role offers a unique opportunity to be at the forefront of the Commissioner's legislated oversight mandate. This position allows you to directly impact access and privacy rights in the province. You would be an integral member of the Compliance Team and would have the opportunity to work collaboratively with various stakeholders and enhance understanding of individuals' privacy and access rights.

Responsibilities:

The role of Intake Officer is the first point of contact for applicants and complainants who want a review of an access or correction decision or want an investigation into an alleged breach of privacy, along with others that seek information about our processes and involves the following responsibilities:

- Respond to questions relating to the role of the OIPC, access and privacy rights of individuals and the related appeal processes in general.
- Manage a large caseload of review and investigation files at the intake stage.
- Mediate and negotiate issues that arise on case files as part of the early resolution process.
- Create educational resources.

Qualifications and Requirements:

This position requires an understanding of Saskatchewan's access and privacy laws and best practices in the areas of access, privacy, records management and security. The successful candidate will bring a blend of technical expertise and interpersonal skills in the following areas:

- A university degree in a discipline such as social services, human justice, public administration, education or social services and/ or experience in the access and privacy field. Equivalent combinations of education and experience will be considered. Preference will be given to candidates with extensive access and privacy experience.
- Excellent oral and written communication skills to respond to complainants from diverse backgrounds and to engage in discussions with various levels of government officials and third parties to obtain, exchange and clarify information necessary to establish jurisdiction and verify facts.
- Excellent organizational and time management skills to manage a large caseload of review and investigation files, respond to written and verbal inquiries and manage other assigned tasks and projects.
- Strong problem solving, negotiation, and conflict resolution skills to address and attempt resolution to requests/complaints.
- Reliable team player with excellent interpersonal skills with ability to work independently, manage time effectively and meet deadlines.
- Advanced computer skills including a working knowledge of MS Windows 11, MS Office 365 (including Excel, Word, Outlook, and PowerPoint) and Adobe Acrobat Pro.

- Extensive knowledge of the *FOIP*, *LA FOIP*, *HIPA* and related federal, provincial, and municipal laws and the ability to interpret and apply legislation.
- Strong research and analytical skills to identify and clarify issues, conduct jurisdictional analysis, and make recommendations related to next steps for case files.
- Knowledge of and/or experience in working with provincial government organizations including boards, tribunals and agencies is considered an asset.
- Preference given to an individual who has completed, is enrolled, or is willing to be enrolled in the Information Access and Protection of Privacy (IAPP) program through the University of Alberta. Completion of IAPP course will be required for employees who become permanent, within 3 years of permanent employment. Costs covered by OIPC and some work time given to complete.

What We Offer:

- Salary: MCP 5 rate with a current salary range of $6,498 to $8,448 month/ $77,976 to $101,376 annually.
- Comprehensive benefits plan including 15 days sick leave per fiscal year, vacation time, 12 paid scheduled days off per fiscal, funded pension plan, etc. See the *Summary of benefits* which align with the Public Service Commission.
- Positive workplace culture and work-life balance.
- Opportunity to participate in hybrid remote work after the first year of employment (if successful candidate is offered permanent employment and criteria are met) and opportunity for modified work schedule.

Additional Notes:

- Successful candidate will be required to undergo a criminal records check. Criminal records check will be at the cost of the successful candidate.
- Applications submitted without a cover letter or generated with the use of Artificial Intelligence will not be considered.
- Applications received after 5:00pm on Monday, November 16, 2026, will not be considered.
- Applicants should address in their cover letter and resume how they meet all qualifications and requirements for this position as outlined above.
- Applicants should speak to if they have completed or are if are willing to complete the Information Access and Protection of Privacy program through the University of Alberta.

How to Apply:

Please submit your resume and cover letter outlining why you want to work for the OIPC and how your education and experience relates to the qualifications outlined in this job ad.

Please email it to the attention of Sherri Fowler, Director of Intake at sfowler@oipc.sk.ca.

We thank all candidates for their interest in our organization; however, only candidates selected for an interview will be contacted.