

CAREER OPPORTUNITY

Records and Privacy Manager

Archives Department

Archives, Research and Collections Division

Full Time, Permanent

Administrative Officer 24

Annual Salary Range: \$76,071.18 - \$86,658.48

The Royal BC Museum, which includes BC Archives and IMAX® Victoria, is one of the oldest continually operating museums in Canada. A cultural centre of learning and research, it strives to broaden our understanding of British Columbia through collections, exhibits, outreach and community engagement. The museum celebrates the province's diverse landscapes and the lives of the people who live here, enables research and knowledge sharing that advances our understanding of our world, and provides a dynamic place for discussion and reflection. IMAX® Victoria delivers educational and entertaining experiences that accompany the learning journey the museum offers.

The Royal BC Museum is located on the traditional territory of the Lekwungen peoples, known today as the Songhees and Xwsepsum Nations.

Department Overview

The BC Archives is part of the Archives, Research and Collections Division and works closely with peers to ensure the evidence and stories revealed in our documentary heritage are incorporated into Museum programming, exhibits, events and learning. The BC Archives is the provincial archives, and collectively we acquire, preserve and make publicly accessible the documentary heritage of the province, and provide physical and digital access to collections of historical photographs, documents, sound recordings, film, art, maps and publications.

Modernization is not confined to revitalizing and improving our physical collections space, the BC Archives is focused on our visitors and transforming our services to the public, as well as the development of a digitization and digital preservation strategy that will ensure we can continue to preserve and provide access to our collections for centuries to come. BC Archives is working to build strong, respectful relationships with BC communities, address our colonial legacy, and implement the Reconciliation Framework for Canadian Archives. We are committed to reconciliation-based and trauma-informed archival practice.

Job Overview

Under the direction of the Director of Archives, the Records and Privacy Manager works with a high degree of independence to determine solutions, develop strategies, create project plans, and develop and implement

the corporate records and information management program for the Royal BC Museum and Archives to ensure the organization is compliant under the Information Management Act (IMA).

This position holds responsibility for the corporate privacy and information access program. The role coordinates responses to requests for corporate information made under FOIPPA and acts as the institution's privacy officer, coordinating privacy impact assessments and responses to information incidents. This position has supervisory responsibilities and also manages and implements organizational training, reports information incidents, and conducts privacy impact assessments to ensure compliance with FOIPPA.

The manager will develop a forward plan for both the corporate information management and privacy programs to address legacy corporate information and modernize program delivery to meet institutional needs of a two-campus operation.

We are currently looking for a Records and Privacy Manager who will bring a wealth of expertise to our team. The ideal candidate will hold a master's degree in a related field (e.g., information/records management, privacy, business administration, archives, public administration, health information) plus one year related experience OR, other combinations of related education and experience.

Ideally, the successful candidate will have advanced knowledge of the Freedom of Information and Protection of Privacy Act (FOIPPA) and the general principles of access and privacy, and specialized knowledge of government and broader public sector policies and procedures relating to the administration of the Information Management Act and FOIPPA.

The ability to work independently, conduct in-depth research, provide guidance to senior staff and lead others (i.e., staff or volunteers) will be an asset in this position.

If you meet these criteria, we invite you to review the job profile in detail and apply for this opportunity to contribute your expertise as a member of our dynamic team.

Before you apply for this position, you must meet the eligibility requirements. To be eligible to work in Canada, you must be a Canadian citizen or permanent resident of Canada or authorized in writing to work in Canada under the federal Immigration Act. Eligibility to work in Canada is granted through citizenship, permanent resident status, or a work permit.

An eligibility list may be established for future temporary and/or permanent vacancies.

How to Apply:

Your application must clearly demonstrate how you meet the job requirements listed in the job profile. Ensure your resume includes your educational accomplishments, employment history including start and end dates (month and year) of your employment, and any relevant information that relates to the job to which you are applying on.

Please submit your resume and cover letter in pdf format by Wednesday August 20, 2025 at 11:59 pm (PST) with the following subject line: "Last Name, First Name, RB2025-15 Records and Privacy Manager" via email to: RBCMapplications@royalbcmuseum.bc.ca

Additional Information:

This position requires a Criminal Records Check under the BC Public Service Screening Policy and the Criminal Records Review Act. All applicants must be legally entitled to work in Canada (i.e., have Canadian citizenship or permanent resident status).

The [Indigenous Applicant Advisory Service](#) is available to Canadian Indigenous (First Nations [status or non-status], Métis, or Inuit) applicants. Indigenous applicants can contact this service for personalized guidance on the BC Public Service hiring process including job applications and interviews.

The Royal BC Museum, Archives and IMAX Victoria celebrate culture and history, sharing the stories of British Columbia in ways that enlighten, stimulate and inspire. Through research and learning, we strive to broaden understanding of our province and inspire curiosity and wonder. Located in Victoria on the traditional territory of the Lekwungen (Songhees and Xwsepsum Nations), we are proud to welcome 800,000 visitors annually.

We are committed to creating a diverse workplace where everyone is celebrated.

As an inclusive and accessible employer, please advise People, Culture and Workplace Strategies of any accommodations required to assist you to ensure equitable participation in this hiring process.

JOB PROFILE

Position # 123724

TITLE: RECORDS AND PRIVACY MANAGER
SUPERVISOR TITLE: DIRECTOR OF ARCHIVES
SUPERVISOR POSITION #: 111175
DEPARTMENT: ARCHIVES
DIVISION: ARCHIVES, RESEARCH AND COLLECTIONS

CLASSIFICATION: AO24

CONTEXT

The Royal BC Museum, which includes the provincial archives and IMAX® Victoria, is one of the oldest continually operating museums in Canada. A cultural centre of learning and research, it strives to broaden our understanding of British Columbia through collections, exhibits, outreach and community engagement. Through community collaboration, the museum works to share the stories of BC and provides a dynamic space for discussion and reflection.

Located in Victoria on the territory of the *ləkwəŋən* (Lekwungen) peoples, known today as the Songhees and Xwsepsum Nations, the RBCM cares for more than 7 million objects, belongings, specimens, and millions of significant government documents and records; substantial photographic, audio and video collections; artworks; and an extensive library of publications. IMAX® Victoria delivers educational and entertaining experiences that accompany the learning journey the museum offers.

The museum is also building PARC Campus—the provincial archives, research and collections building in Colwood, BC. Majority of the province's collections and archives will move to the new building, except for the Indigenous collection which will remain at the downtown site where repatriation and community consultation will continue to guide the future of the collections. During this complex process of reimagination, not only of the future of the museum's physical presence and facilities but also of its responsibilities to the public, our team is undergoing organizational changes as well. As we go through this transformational phase, our organization strives to adhere to a standard of conduct that prioritizes inclusivity and accessibility, and continues to value curiosity and innovation.

DEPARTMENT OVERVIEW

The BC Archives is part of the Archives, Research and Collections Division and works closely with peers to ensure the evidence and stories revealed in our documentary heritage are incorporated into Museum programming, exhibits, events and learning. The BC Archives is the provincial archives, and collectively we acquire, preserve and make publicly accessible the documentary heritage of the province, and provide physical and digital access to collections of historical photographs, documents, sound recordings, film, art, maps and publications.

Modernization is not confined to revitalizing and improving our physical collections space, the BC Archives is focused on our visitors and transforming our services to the public, as well as the development of a digitization and digital preservation strategy that will ensure we can continue to preserve and provide access to our collections for centuries to come. BC Archives is working to build strong, respectful relationships with BC communities, address our colonial legacy, and implement the Reconciliation Framework for Canadian Archives. We are committed to reconciliation-based and trauma-informed archival practice.

JOB OVERVIEW

Under the direction of the Director of Archives, this position works with a high degree of independence to determine solutions, develop strategies, create project plans, and develop and implement the corporate records and information management program for the Royal BC Museum and Archives to ensure the organization is compliant under the Information Management Act (IMA), including initiating actions and awareness to ensure important records and correspondence of decisions are retained appropriately.

This position also holds responsibility for the corporate privacy and information access program. This position coordinates responses to requests for corporate information made under FOIPPA and acts as the institution's privacy officer, coordinating privacy impact assessments and responses to information incidents.

This position has supervisory responsibilities and also manages and implements organizational training, ensuring staff are trained in all aspects of privacy protection and corporate information management and are aware of their responsibilities to document decisions under the IMA, as well as reporting information incidents and conduct privacy impact assessments to ensure compliance with FOIPPA.

The manager will develop a forward plan for both the corporate information management and privacy programs to address legacy corporate information and modernize program delivery to meet institutional needs of a two-campus operation.

The position establishes and maintains linkages across the organization and within relevant government ministries. It may also coordinate with and assist the BC Archives government records program team, with response to information access requests for information held within the BC Archives, as needed.

ACCOUNTABILITIES

- Plans, organizes and leads research, analysis, development, review and implementation of policies and procedures relating to freedom of information and protection of privacy, information management, and information access, and establishes guidelines to ensure consistent policy development.
- Prepares and/or coordinates the preparation of briefing material on current freedom of information and protection of privacy issues for senior staff.
- Responsible for the efficient operations of the corporate records and information management program including appropriate filing and classification of information, storage, disposition, and auditing.
- Advises on the requirements of FOIPPA and IMA.
- Evaluates policies, digital access, and data sharing agreements to ensure compliance with the FOIPPA Act and makes related recommendations.
- Advises on the collection, use and disclosure of personal information.
- Coordinates and fulfills all corporate information access requests.
- Reviews incoming corporate freedom of information (FOI) requests to determine appropriate response and in consultation with senior staff, responds to complex or sensitive FOI requests as required, reviews response packages and advises on any outstanding or sensitive issues.

Job Family:

Job Stream:

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- Liaises with the Office of the Information and Privacy Commissioner on behalf of the organization and responds to OIPC complaints and review processes.
- Corresponds directly with the public and government ministries and is responsible for ensuring response to information access requests within timeframes outlined in FOIPPA, as well as within partners service level agreements.
- Works with all departments to coordinate and conduct privacy impact assessments.
- Plans and presents training programs to all departments on privacy and records management.
- Proactively oversees and facilitates the protection of personal information and resolving data privacy issues. Including: advising business units on information and privacy design requirements, determining information and privacy requirements for vendors, working with organizational teams to carry out privacy impact assessments.
- Develops and enforces strategies, methods and standards to ensure corporate records are protected according to legislative requirements.
- Works with IT on the implementation of software to ensure capture and retention of important decision-making and organizational records.
- Provides advice and support for integrating digital records systems with line-of-business applications and responds to user concerns.
- Performs periodic compliance audits, investigates and reports on policy breaches, and recommends remedial actions.
- Determines if fees, as prescribed by FOIPPA, apply to information requests and prepares a fee estimate where appropriate.
- Manages the relationship with contracted service providers as applicable and ensures services are provided in accordance with legislation and policy.
- Consults with provincial and federal counterparts regarding legislation and policy changes to contribute to ongoing revision of policy and practice to ensure alignment with national best practice and standards.
- Ensures that RBCM can address and reduce growing risks in the information management environment to protect RBCM from legal and reputational damage, and financial burdens.
- Develops appropriate safeguards for the storage and disposition of personal and confidential information to reduce information breaches.
- Establishes processes and tools for the effective retrieval and preservation of physical and digital information to reduce information loss and business continuity disruption.
- Demonstrates expert knowledge of RBCM's records and information types and environments, including the operational, legislative, regulatory, technological, environmental, financial and archival requirements when developing, approving or recommending information schedules, retention and disposition rules and processes.
- Leads effective management of the Records and Privacy team by setting and evaluating performance targets, promoting diversity and a healthy workplace, demonstrating leadership competencies, promoting teamwork and individual development, and maintaining internal communications.

Job Family:

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- Supervises staff including assignment of work, development and evaluation of performance plans and approval of leave.
- Maintain awareness of emerging trends in information management, information access and privacy.
- Collaborates with colleagues in IT and Digital teams related to information access, privacy and security.

FINANCIAL RESPONSIBILITY

Prepares and/or negotiates contracts, monitors performance and authorizes payment.

JOB REQUIREMENTS

Education and Experience

- Master's degree in a related field (e.g., information/records management, privacy, business administration, archives, public administration, health information) plus one year *related experience, OR
- Bachelor's degree in a related field plus 2 years' related experience, OR
- Diploma plus 3 years' related experience, OR
 - An equivalent combination of related education and experience may be considered.

*Related experience includes:

- Working knowledge of the Freedom of Information and Protection of Privacy Act (FIPPA), Information Management Act, and policies and procedures related to the collection, use and disclosure of information.
- Experience managing government or corporate information resources.
- Experience interpreting and applying legislation and policy related to records or information management.
- Experience in developing and implementing policy, process and procedures related to information, data or records.

Preference may be given to applicants with one or more of the following:

- More years of recent related experience.
- Experience supervising staff or managing volunteers.
- Experience developing and/or managing a program.
- Experience in negotiation, mediation, and/or conflict resolution.

PROVISO/WILLINGNESS STATEMENTS:

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the organization **(Note: It is important that you read the job**

Job Family:

Job Stream:

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posting carefully to understand the specific security screening requirements pertaining to the position).

- Willingness to work from more than one work location is required.
- Travel, as necessary, is a requirement. Transportation arrangements must meet the operational requirements of the organization.

KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of the Freedom of Information and Protection of Privacy Act and the general principles of access and privacy.
- Knowledge of the Information Management Act, and information management or information governance principles.
- Knowledge of government organizations, structures, policies and operations.
- Specialized knowledge of government and broader public sector policies and procedures relating to the administration of the IMA and FOIPPA.
- Knowledge of other legislation and regulations related to the collection, use and disclosure of information (e.g. Copyright Act, Youth Criminal Justice Act, court regulations) is an asset.
- Knowledge of the Declaration on the Rights of Indigenous Peoples in BC act (DRIPA), the First Nations Information Governance Centre's principles of Ownership, Control, Access and Possession (OCAP®), the Truth and Reconciliation Commission Final Report – Calls to Action, and associated policies and procedures relating to Indigenous information sovereignty and rights.
- Excellent verbal and written communication skills using judgement and discretion.
- Skill in communicating with clients and rights holders.
- Proven business analysis and project management skills.
- Ability to work independently and as part of a team.
- Ability to interpret and apply complex legislation and policy relating to corporate and archival records.
- Ability to conduct in-depth research and provide guidance to senior staff.
- Ability to prepare comprehensive reports and recommendations.
- Ability to prioritize and complete work under tight deadlines, including assignments involving complex issues and multiple third parties.
- Demonstrated ability to adapt to rapidly changing technological processes, business models and user behaviours and apply them to business needs.

INDIGENOUS RELATIONS AND BEHAVIOURAL COMPETENCIES

- **Commitment** is visibly putting into action your stated commitments. It means "walking the talk" and following through. It includes communicating information and intentions openly, honestly and regularly, and welcoming the same in others. It is consistently demonstrating ethical behaviour (such as honouring confidentiality and speaking the truth) so that Indigenous people know what to expect and can trust that action will follow your statement of commitment.

Job Family:

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- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **Decisive Insight** combines the ability to draw on one's own experience, knowledge and training and effectively problem solve increasingly difficult and complex situations. It involves breaking down problems, tracing implications and recognizing patterns and connections that are not obviously related.
- **Expertise** includes the motivation to expand and use technical knowledge or to distribute work related knowledge to others.
- **Holding People Accountable** involves setting high standards of performance and holding team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.
- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues.
- **Innovation** indicates an effort to improve performance by doing or promoting new things, such as introducing a previously unknown or untried solution or procedure to the specific area or organization.

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