

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq

Department of Governance

Privacy Officer

About CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM is located in the Millbrook Mi'kmaq Community in Nova Scotia and has over 100 Employees. The CMM's Department of Governance is currently looking for a mature and independent early career candidate to fill the role of **Privacy Officer**.

Position Overview

Reporting to the Senior Director, Governance, the Privacy Officer supports The Confederacy of Mainland Mi'kmaq (The CMM) in the delivery of Privacy Program and advocacy for privacy protection for the eight member communities. The Privacy Officer is responsible for supporting the Senior Director, Governance in the development and delivery of The CMM's Privacy Program, including but not limited to, daily operations of the program, as well as the development, implementation, and maintenance of policies and procedures ensuring that operational plans anticipate and are in compliance with all relevant government regulations. The Privacy Officer is also responsible for monitoring privacy compliance and adherence to the organization's policies and control procedures, as well as the investigation and tracking data incidents and breaches, and insuring employees' rights in compliance with federal and provincial/territorial laws.

Responsibilities:

- Makes recommendations to ensure the privacy program complies with and adheres to privacy legislation and cultural practices.
- Serves as the main point of contact with regards to Canadian privacy & data protection queries.
- Collaborates with IT services to ensure alignment between security and privacy compliance programs
- Communicates and presents senior leadership with information/updates on privacy matters.
- Ensures that The CMM maintains appropriate privacy and confidentiality consent, authorization forms, and information notices and materials that reflect the organization's policies and regulatory requirements.
- Participates in the development and implementation of the strategic privacy program.
- Participates in privacy breach determination and notification processes under PIPEDA and applicable provincial/territorial rules and requirements.
- Works with administration, government affairs, legal counsel, and other related parties to represent The CMM's information privacy interests with external parties (federal or local government bodies) who undertake to adopt or amend privacy legislation, regulations, or standards.

Position Requirements:

- A Bachelor's degree or College Diploma (e.g. computer science, policing investigation, public policy, public administration, or other relevant degree)
- Experience working in a privacy field (an asset).
- Experience working for a First Nations (FN) community or organization (an asset).
- Working knowledge of First Nation Communities.
- Substantial knowledge and practical understanding of Canadian federal and provincial privacy statutes.
- Strong commitment to the rights and privacy of the eight member communities.
- Strong initiative, motivation, conscientiousness and dedication.
- Strong intrapersonal, interpersonal, team and professional skills.
- Strong written and oral communication and advocacy skills.
- Strong organizational and prioritization skills.
- Must have a valid driver's license, reliable vehicle, and ability to travel frequently (day and overnight trips).
- Must be willing to provide The CMM with a recent criminal record, vulnerable sector, and child abuse registry check.
- Some familiarity with the Mi'kmaq language (an asset) or willingness to learn Mi'kmaq greetings.
- If all qualifications are equal, preference will be given to persons of Aboriginal ancestry.

Salary/Employment Term:

Anticipated salary range: \$50-55,000 starting salary per year. This is a one-year contract with the opportunity for renewal and subject to the policies and practice of The CMM. The CMM offers a substantial benefits package to all employees.

Application Deadline: July 4, 2021

Submit Cover Letter AND Resume to:

Human Resources
c/o The Confederacy of Mainland Mi'kmaq
PO Box 1590, Truro, Nova Scotia B2N 5V3
Email: HR@cmms.com

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide up-to-date CV along with Cover Letter and qualify for interview will be contacted** The successful candidate may be required to submit a current criminal record check. Non-Canadian applicants must be able to provide proof of current entitlement or eligibility to work in Canada.*