



Who We Are

With great respect, we acknowledge that the College of Pharmacists of BC (CPBC) is located on the unceded territories of the hən̓q̓əmi̓ñəm̓ speaking peoples – x̱w̱məθḵw̱əy̱əm (Musqueam Nation), sel̓íl̓wítulh (Tsleil-Waututh Nation), and the Sḵw̱x̱w̱ú7mesh-ulh Sníchim speaking peoples - Sḵw̱x̱w̱ú7mesh Úxwumixw (Squamish Nation) whose historical relationships with the land continue to this day. As a health regulator, our responsibility is to protect the health and safety of individuals accessing pharmacy care by licensing and regulating pharmacists, pharmacy technicians and the pharmacies where they practice in order to ensure they deliver qualified, safe, and ethical care.

Having embarked on a collective journey with health regulators in BC towards creating safer spaces for Indigenous partnerships, CPBC is focused on developing and enabling alternative dispute resolution mechanisms to uphold the legal plurality that exists between Westernized systems and traditional Indigenous methodologies.

CPBC is committed to addressing Indigenous-specific racism and other forms of discrimination both in healthcare and within regulatory structures. We believe in integrity, transparency, and relational partnerships. As part of this team, you can expect to be treated with dignity and respect. CPBC staff contribute to a positive work-life balance and personal health and wellness through their commitment to voluntary interest committees aimed at promoting cultural safety, equity, and social and environmental initiatives.

Our Values

Accountability

- *We value the importance of our work and take responsibility for our decisions, words and actions.*

Integrity

- *We act ethically, honestly and in good faith.*

Indigenous Cultural Safety and Humility

- *We help to ensure that Indigenous Peoples have access to a culturally safe healthcare system, free from Indigenous-specific racism.*

Respect

- *We value the feelings, culture and preferences of others and recognize that they are as important as our own.*

Our Diversity, Equity and Inclusion Commitment

CPBC is committed to helping our health system become culturally safe and free from Indigenous-specific racism. As recognized in our updated Strategic Plan and the [In Plain Sight](#) report and acknowledged as a gap in our staff complement at CPBC, we are very interested in recruiting Indigenous individuals and encourage them to apply.

We are committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. CPBC seeks to attract, retain, and develop a qualified, capable, and diverse workforce that is reflective of all our communities. We are committed to employment equity by ensuring all human resource practices comply with the provisions of the Human Rights Code, address unintentional bias and are impartial, fair and honest. CPBC also fosters a welcoming, inclusive, and respectful environment where ongoing diversity, equity and inclusion learning and training are offered; cultural and social awareness are provided; and religious observances are acknowledged.

About the Role

Based in Vancouver, CPBC is seeking a skilled privacy and information access professional to take on the permanent, full-time position of **Privacy and Information Access Officer**. Reporting to the Chief Legal Officer (under review), the successful candidate will have knowledge of the British Columbia *Freedom of Information and Protection of Privacy Act* (FIPPA) and other privacy legislation, and will have government, regulatory or other public sector experience in implementing and maintaining privacy management programs, preparing privacy impact assessments, responding to privacy incidents and breaches, developing and administering information sharing agreements, coordinating responses to record and information access requests, providing staff training, and developing and implementing related policies. The ideal candidate will also have education or experience in multiple aspects of information management, information governance and/or information security policy and certification as an Information Privacy Professional (e.g., CIPP/C or CIPM).

Essential Duties

- Supports the development, implementation, and continuous improvement of CPBC's privacy management program to ensure alignment with FIPPA and other applicable legislation.
- Researches, analyzes, and provides advice and recommendations to supervisor and CPBC's leadership team on privacy protection and information access policy issues and related information governance, information management, and information security issues.
- Supports or leads the preparation and maintenance of privacy impact assessments.
- Supports or leads responses to privacy incidents and breaches in accordance with established privacy incident and breach protocols.
- Administers and coordinates responses to access to records requests under FIPPA and other non-FIPPA data or information access requests from intake to disclosure.
- Coordinates or conducts searches of all CPBC repositories including electronic and paper files, and email system for records; reviews and assesses records for responsiveness to FIPPA access requests, disclosure demands in legal proceedings, and internal legal holds initiated by CPBC legal counsel.
- Identifies and reviews responsive records and applies FIPPA exceptions using sound judgment to sever appropriately and liaises with CPBC legal counsel as and when required.
- Prepares responsive records to be approved for disclosure by the designated CPBC authority.
- Represents CPBC with all parties in relation to disputes, hearings, and applications under FIPPA, as directed.
- Builds effective relationships and linkages with CPBC staff as well as with external partners.
- Recommends and develops training materials and conducts training sessions on access requests, privacy, and information security.
- Stays current and informed on emerging privacy, information governance, information management, and related information security issues.
- Performs the role and responsibilities of the Records and Information Management Coordinator in a backup capacity, as needed or directed.

Qualifications, Skills and Knowledge

- Post-secondary education in a relevant field such as privacy management, information studies, information management, records management, law, or public administration.
- At least three years of recent, relevant work experience (or an equivalent combination of education and experience).
- Experience working in privacy management and/or FOI/access to information request management, in a government, regulatory, or public sector organization.
- Education or experience in multiple aspects of information management, information governance and/or information security policy is an asset.
- Certification as an Information Privacy Professional (CIPP/C and/or CIPM) is an asset.
- Anti-racism and/or diversity, equity and inclusion training or equivalent self-directed training.
- Indigenous Cultural Safety training or equivalent self-directed training.
- Demonstrated knowledge of FIPPA and other privacy legislation
- Demonstrated knowledge of information sharing agreements, breach reporting, and the preparation of Privacy Impact Assessments (PIAs), and related policy and legal issues.
- Knowledge of records management systems, policies and procedures is an asset.
- Effective written and verbal communication skills.
- Strong digital acumen, including demonstrated knowledge of adopting or using appropriate technologies.
- Demonstrated knowledge of how to apply appropriate techniques to facilitate effective change management.
- Proficient in Microsoft Office 365 products, Microsoft Teams, and Adobe Acrobat.
- Demonstrated knowledge in assessing policies and procedures, interpreting legislation, and formulating recommendations.
- Knowledge of SharePoint and/or other content management systems.
- Ability to exercise diplomacy, tact and discretion when working with confidential and/or sensitive information.
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- Ability to logically analyze, categorize and systemize complex information.
- Ability to problem-solve and analyze situations to recommend solutions.
- Strong detail orientation and drive for accuracy.
- Ability to build and maintain effective working relationships with all partners.
- Ability to use a common-sense approach and demonstrate sound judgement.
- Ability to organize work duties and set priorities.
- Ability to consistently deliver results on time and under pressure.
- Commitment to continual learning and a drive for intellectual curiosity to innovate and improve.

What We Offer

The salary range for this position is \$77K to \$86K annually based on a 35-hour work week. The starting salary will be determined based on factors such as the successful candidate's job-related knowledge, skills, experience; salaries of other employees in the same salary range; market conditions and other relevant factors.

CPBC provides a flexible work environment that includes a hybrid work model with an assigned schedule. We offer opportunities for personal and professional growth; provide flexibility; strive for work-life balance; and provide an excellent and dynamic work environment where innovation, teamwork and creativity are highly valued.

How to Apply

CPBC supports and offers accommodation for applicants with disabilities to take part in the selection process. Please let us know if an accommodation is required when you are contacted about an interview and/or assessment. All information in relation to accommodation is kept confidential.

Please submit a cover letter and resume to hr@bcpharmacists.org by end of day Monday, July 6, 2026. This opportunity will remain posted until filled; however, priority consideration will be given to those who apply by the deadline. References, education and professional credential verifications, and a criminal record check may be required for all final candidates.

**Please note that only applicants selected for an interview will be contacted.*