



Office of the Information &
Privacy Commissioner of PEI

Investigator

Charlottetown, Prince Edward Island · Level 20

Purpose

The **Investigator** with the **Office of the Information and Privacy Commissioner (PEI)** is primarily responsible to investigate reports of breaches of privacy in regard to personal information or personal health information, and to investigate complaints regarding public bodies' responses to access to information requests.

The Investigator contributes directly to the fundamental right of the public to have access to information in the possession of public bodies, thereby helping to ensure a robust and healthy democratic government. Personal information is an increasingly valuable global commodity, and the Investigator will play a pivotal role in assisting the IPC to ensure that public bodies do not collect, use or disclose the personal information of individuals except as authorized by law.

The position will have the delegated authority of the Information and Privacy Commissioner (IPC) to conduct complex and specialized investigations, including own-motion and systemic investigations, and to carry out such duties necessary for thorough investigation into the compliance with the relevant information access and privacy legislation by public bodies and health information custodians.

The Investigator will be accountable for planning, conducting and reporting on investigations assigned by the IPC within the statutory time periods. The Investigator may also be required to conduct research and provide comments, advice and input in regard to proposed legislation or programs to assist public bodies, health information custodians, and legislators in addressing access to information and privacy issues, and review and comment on Privacy Impact Assessments submitted to the OIPC by public bodies and health information custodians.

Location

Charlottetown, Prince Edward Island (in person/on-site)

About the Office of the Information and Privacy Commissioner

The Information and Privacy Commissioner is an independent officer of the Legislative Assembly who promotes public access to information and protection of privacy. The *Freedom of Information and Protection of Privacy Act* and the *Health Information Act* provide rights of

access to information, with some exceptions. The two laws also require governments and health care providers to protect personal information and personal health information.

The Information and Privacy Commissioner reviews complaints about actions or decisions relating to these two laws. If a matter cannot be settled, the Commissioner has the power to make findings and make recommendations or issue orders.

Reporting to

Information and Privacy Commissioner

Responsibilities

In a high volume, deadline-driven work environment the Investigator will:

- Investigate privacy complaints, write investigation reports and make recommendations to the Commissioner re: the investigations, review and comment on Privacy Impact Assessments, potentially investigate certain aspects of access to information reviews and summarize/make recommendations to the Commissioner on inquiries;
- Investigate Requests for Review and privacy complaints received under the *Freedom of Information and Protection of Privacy Act* and the *Health Information Act* and make recommendations to the Information and Privacy Commissioner on appropriate resolution;
- Mediate and conciliate between applicants/complainants and public bodies, where possible, to resolve issues;
- At the direction of the Information and Privacy Commissioner, conduct systemic investigations, privacy audits and reviews of the ways in which public bodies collect, use and disclose personal information and personal health information;
- Participate in development and implementation of policies and procedures with respect to the administration of the *Freedom of Information and Protection of Privacy Act* and the *Health Information Act*;
- Develop and deliver a variety of educational programs to the public and to public bodies about the *Freedom of Information and Protection of Privacy Act* and the *Health Information Act* in order to improve government compliance and ensure that members of the public are aware of their rights under the legislation;
- Maintain the confidentiality of all information obtained by the OIPC in the course of its work, and must protect the privacy of applicants and third parties whose personal information is obtained in the course of work. Proper handling of complaints and Requests for Review is required to prevent appeals and erosion of public trust in the work of the OIPC.

Note: This job description reflects the general duties considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the position.

Work Environment

The position encounters competing demands around priorities involving complex issues, and tight deadlines. A high degree of concentration and attention to detail is required.

Knowledge, Skills and Abilities

- Specialized knowledge of access to information and protection of privacy principles and of the theory and complex concepts inherent to the fields of privacy and access to information;
- Specific knowledge of the *Freedom of Information and Protection of Privacy Act* and the *Health Information Act*;
- General knowledge of equivalent legislation in other Canadian jurisdictions, including the federal *Personal Information Protection and Electronic Documents Act*;
- Knowledge with respect to privacy or security in relation to electronic information management systems or health information systems;
- Ability to analyze, interpret, and apply legislation accurately and to identify contraventions of legislation in activities and decisions made by public bodies or health information custodians;
- Advanced ability to conduct investigations;
- Knowledge of policy research, development and implementation;
- Advanced writing skills and ability to translate technical and legal information into plain language;
- Ability to communicate effectively orally and in writing to a variety of people with varying backgrounds, knowledge, and levels of education and in a cross-cultural setting;
- Ability to research a variety of legal and academic sources as necessary to address access to information and privacy issues and to identify relevant legal precedents;
- Ability to maintain neutrality and objectivity;
- Ability to work independently without supervision;
- Strong research, analytical and problem-solving skills are necessary to interpret and apply legislation and identify appropriate remedies in specific situations;
- Strong organizational, time and project management skills and ability to complete projects and manage competing priorities;
- Strong conflict resolution skills, including ability to manage interactions in stressful situations;
- Proficiency in using computers, knowledge of word processing, database, internet and email applications;
- Ability to maintain trust, and demonstrate ethics, and commitment to confidentiality.

Qualifications

Requirements

- Post-secondary degree or diploma in a relevant academic discipline (law, social sciences, privacy and security, access to information, informatics, health privacy) or demonstrated equivalency in work experience and professional development may be considered.
- A minimum of three years of experience interpreting and applying access to information and protection of privacy legislation.

Additional Assets

- Experience with records management system or health information system (*an asset*);
- Training or experience conducting investigations (*an asset*)
- Certification from a recognized institution in information access and protection of privacy (*an asset*).

Conditions of Employment

- Legally entitled to work in Canada;
- Provide a satisfactory Criminal Record Check and Reference Checks;
- Oath of Confidentiality will be required.

Compensation and Benefits

Full-Time / Permanent

Level 20 (\$89,739 - \$110,526)

Commensurate with education and related experience.

Health benefits, pension, and other discretionary benefits.

Join Us

The Office of the Information and Privacy Commissioner is fully committed to creating an inclusive environment and building a team that represents a variety of backgrounds, perspectives, and skills. All qualified applicants will receive consideration for employment without regard to age, race, religion, ethnicity, gender, disability, citizenship status, marital status, actual or perceived sexual orientation. We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted.

Apply Now

Applications for this Investigator position must be submitted **online by 4:30pm ADT on September 25, 2026**. Only those candidates selected for an interview will be contacted. We thank all applicants for their interest in this opportunity.

[Apply Online](#)

Individuals requiring accommodation during the recruitment process are encouraged to email recruitment@carvogroup.com