
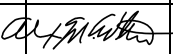


## JOB DESCRIPTION FORM

<b>POSITION (PID) #</b>		<b>101002</b>			
<b>IDENTIFYING INFORMATION</b>			<b>POST CERTIFICATION</b>		
Post Title	Deputy Privacy Commissioner		Print Name	Signature	Date
Present Grade	PS 38-40		Prepared By	Alexander White 	18 Jan 2022
Department	Privacy Commissioner		Post holder Reviewed		
Section	Non-Ministry		Dept. Head Agreed	Alexander White 	18 Jan 2022
<b>POST STATUS</b>			<b>POST TRANSFER (if applicable)</b>		
	New Post	Revised Post	Redefined Post	Previous Title	
				Previous Department	
Date		18 Jan 22		Previous Section	
Cabinet Conclusion Ref	2021-22 Budget		Previous Number		
Last Review Date	N/A				
Panel Decision	Grade	Date	Signature	Previous Grade	
				Date of Transfer	

<b>1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)</b>	<b>%</b>
1. STRATEGIC LEADERSHIP	40
2. MANAGEMENT & ADMINISTRATION	40
3. RESEARCH & POLICY DEVELOPMENT	20
	<b>TOTAL = 100%</b>

<b>2. SUMMARY OF ACCOUNTABILITY</b>
<p>2.1 What specifically is this post accountable for?</p> <p>The Deputy Privacy Commissioner will engage in demanding work of a highly complex nature. The post holder will be responsible for the formulation and/or implementation of high-level policy matters that will cover the major functions of the office, public service, and business community. The post holder will engage in contacts with other organisations at top management level to give policy advice and negotiate on behalf of the office on important matters. The post holder will prepare complex reports for final agreement by the Privacy Commissioner that deal with changes in policy or in diverse subjects that involve creative thinking not limited by guidelines or precedent and/or influencing decisions on long-term policies related to major functions.</p> <p>The post holder is responsible for providing leadership and direction in the innovative and strategic management of the Office of the Privacy Commissioner. The Deputy Privacy Commissioner acts as direct advisor to the Privacy Commissioner on all issues of importance to the Office and its operations and provides ongoing direction and support to ensure the smooth functioning and effective operation of all areas of the Office. The Deputy Privacy Commissioner</p>

also functions as a second in command and executive operating officer, coordinates and plans the priorities for the Office ensuring managerial continuity and overseeing programs and staff. The incumbent also directs the delivery of programs and services to the public on behalf of the Privacy Commissioner.

The Deputy Privacy Commissioner oversees all activities of the Office to ensure the effective and timely delivery of programs and services and plays a leadership role to ensure that all aspects of the organization are aligned with the Privacy Commissioner's overall vision for the organization. The Deputy Privacy Commissioner must evaluate and adjust priorities to meet unpredictable and unplanned requirements and must harmonize work by constantly exchanging information with the Privacy Commissioner and other staff. The Deputy Privacy Commissioner ensures the effective and efficient management of assigned human, financial, and material resources in support of carrying out the Office's mandate.

The Deputy will manage a variety of projects, including regulatory activities, strategy, engagement, communications and public outreach, and public reporting. Familiarity in any of these areas is an asset.

2.2 Briefly describe the level of decision-making authority held by this post.

The post holder will be responsible for reviewing major policy and deciding to recommend changes in, or the initiation of, new policy. Matters discussed will concern the office, entire public service, and the community. As a senior executive member of the office, the post holder will make decisions invariably on highly important matters that concern the formulation and implementation of public policy and affect the total business of the public service and community as a whole.

The post holder has autonomy to make decisions and resolves administrative and accounting problems or issues emanating from the preparation and control of the budget and payment of accounts payable. As well, the post holder makes decisions and recommendations on the preparation of performance appraisals and probationary reports and other staffing matters, including selection, disciplining, etc., of staff in accordance with the human resources policies and procedures. The Deputy is expected to show independent judgment, with only rare management decisions requiring referral to the Privacy Commissioner. The post holder works to resolve citizen reports and respond to detailed questions from the business community.

2.3 To which position does this post report directly?

This post holder will be under the direct supervision of the Privacy Commissioner, but will be expected to act with complete independence in most situations and merely keep the Privacy Commissioner informed of progress. At times, the post holder will be establishing the policy or broad policy guidelines.

### **3. ESSENTIAL KNOWLEDGE & SKILLS**

**List the key knowledge and skills required to fulfill the *minimum requirements* of the post under the following categories.**

3.1 General Knowledge / People Skills (Soft Skills).

- High level of integrity and ability to maintain confidentiality in all matters that come to his/her knowledge
- Critical and analytical thinker
- Good interpersonal skills with a professional service orientated approach in effectively interacting with customers both internally, as a team, and externally
- Sound time management and problem-solving skills
- Excellent communication skills (written and oral)
- Good supervisory, team-building, motivational, conflict management and resolution skills

- Advanced ability to multi-task and be adaptable whilst working in a fast-pace environment
- Must be detail oriented and careful to verify documentation
- Able to learn quickly, retain, and understand relevant information
- Demonstrated organizational skills and the ability to prioritize and plan work effectively
- Must be flexible and adaptable to working within a dynamic work environment
- Have a flexible approach to the job and willingness to assist in other areas within the department
- Domestic and international research skills

3.2 Technical Knowledge / Position Specific Skills (Hard Skills). This includes knowledge of particular legislation, processes, specialties, etc.

- Familiarity with information and communication technologies and data processing methods, and an understanding of the data protection and privacy issues arising from their use
- Working knowledge of the Personal Information Protection Act 2016 and best practices in data privacy, cybersecurity, and data governance
- Proven analytical, problem-solving, interpersonal, and negotiating skills
- Proficient in the use of Microsoft Office Suite of Products and computerized Accounting systems, such as the Financial Information Management System (FIMS) used by the Government of Bermuda
- Working knowledge of the Government of Bermuda’s Conditions of Employment and Code of Conduct, and the Collective Bargaining Agreement between the Government of Bermuda and Trade Unions, and the Government of Bermuda’s Financial Instructions.

**4. MINIMUM EXPERIENCE REQUIRED (Tick the Appropriate Box)**

**Based upon the above identified knowledge and skills, what is the minimum number of years’ experience required to fulfill the duties of this post?**

- No previous experience required   
  Minimum one (1) year   
  Minimum two (2) years  
 Minimum three (3) years   
  Minimum five (5) years   
  Minimum ten (10) years

4.1 Identify specific experience.

This post requires a minimum of ten (10) years relevant experience in a similar capacity

**5. MINIMUM EDUCATIONAL QUALIFICATION REQUIRED (TICK THE APPROPRIATE BOX)**

- Secondary School Graduation Certificate   
  Apprenticeship/College Certificate   
  College Diploma  
 Associates Degree   
  Advanced or Specialist Qualification   
  Bachelors Degree  
 Masters Degree   
  Professional Designation (Includes Chartered Status)   
  Doctorate  
 Other

5.1 Please list the title of the academic qualification / professional designation required:  
 A Bachelors Degree in Law, Technology, Business Administration or relevant field of study is required.

5.2 List any special licenses, registrations or certifications required for this job:  
 While not required, licenses, certifications, or training in government accounting, law, data privacy, or cybersecurity will be considered an asset.

**6.0 RESOURCES UNDER MANAGEMENT**

**6.1 Management and Supervision of Staff**  
 (Please ensure that the Organization Chart submitted is up to date, accurate and reflects the information listed below)

**Please list the position titles (including PID) of 'All Staff' under the 'Direct Supervision' of this post.**  
 Assistant Commissioner (Operations), PS 36-38, PID 101003  
 Assistant Commissioner (Policy & Engagement), PS 36-38, PID 101004

**6.2 Non-Staff Budget and Revenue Streams** (FOR EACH SUB SECTION TICK THE APPROPRIATE BOX)

6.2.1 What 'Responsibility' does this post have for 'Managing Non-Staff Budget' and 'Government Revenue Collection'? (Non-Staff Budget typically applies to contracts for program delivery & capital expenditure projects)

<input type="checkbox"/> None	<input checked="" type="checkbox"/> Has Direct Management Responsibility	<input type="checkbox"/> Is the Accounting Officer
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6.2.2 Please indicate the level of Non-Staff Budget and/or Revenue Streams for which this post is responsible.

<input type="checkbox"/> None	<input type="checkbox"/> Less than \$500k	<input checked="" type="checkbox"/> \$500k to \$2m	<input type="checkbox"/> \$2m to \$10m	<input type="checkbox"/> \$10m to \$40m	<input type="checkbox"/> Greater than \$40m
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**6.3 Infrastructure for Vital Government Services** (FOR EACH SUB SECTION TICK THE APPROPRIATE BOX)

6.3.1 Is the post responsible for managing 'Infrastructure' critical to the delivery of 'Vital' Government Services?

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes. Has Direct Management Responsibility	<input type="checkbox"/> Yes. Is Ultimately Responsible
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6.3.2 If 'Yes' to the above, what would be the impact of failure of this infrastructure?

<input type="checkbox"/> Low Impact: Mainly internal to Government	<input type="checkbox"/> Medium Impact: Mainly internal to Government	<input type="checkbox"/> High Impact: Mainly internal to Government
<input type="checkbox"/> Low Impact: Bermuda-Wide	<input type="checkbox"/> Medium Impact: Bermuda-Wide	<input type="checkbox"/> High Impact: Bermuda-Wide

## 7. Additional Information

- The Deputy Privacy Commissioner is an executive posting that functions as a direct delegate and representative of the Privacy Commissioner with responsibility for fulfilling the Privacy Commissioner's mandate. The post holder must have demonstrated superior leadership qualities, as well as an excellent work ethic, creativity and innovation, and superior judgment and discretion. The post holder advises the Privacy Commissioner and acts on their behalf on complex, high profile, and sensitive issues affecting the Office and its operations. The post holder will act as Privacy Commissioner in the absence, unavailability, or vacancy of the Privacy Commissioner.
- The Deputy Privacy Commissioner must demonstrate a consistent and high level of integrity, ethics, impartiality, empathy, and discretion when dealing with sensitive and confidential matters, and ensure a high level of confidentiality is maintained while addressing a variety of issues related to the administration of PIPA and intersecting laws and regulations. Knowledge of mediation theory and practice, case management information systems, case monitoring, tracking and management systems and techniques would be an asset. The post holder must be able to maintain the independence of the Office of the Privacy Commissioner. The post holder would benefit from in-depth knowledge of government departments, boards, agencies, commissions and tribunals and the machinery of government, including applicable accountability and management frameworks, as well as the business community and other stakeholders.
- The Deputy Privacy Commissioner consults regularly with the Privacy Commissioner to collaborate on more effective methods of enhancing and impacting service delivery to the public. The post holder develops cooperative relationships with constituents and stakeholders, including senior government officials and business leaders, in order to maintain a solid understanding of the needs and challenges facing Bermudians, so that the Office can respond appropriately and effectively. The post holder works closely with lawyers, complainants, witnesses, non-governmental organizations, and the general public to ensure accountability on the principles of administrative fairness and natural justice through the oversight role of the Office of the Privacy Commissioner. The post holder liaises with other oversight offices, stakeholders, and members of the privacy oversight community to facilitate the development of common approaches and to identify issues of common interest.
- The position requires a strategic thinker who is able to conceptualize ideas and translate them into action in order to produce desired results. The post holder possesses superior organizational skills and ability to exercise creativity and innovation, and motivate and bring together teams in order to translate vision into effective operations. The Deputy leads the development of effective strategies to assist professional staff employ principles of administrative law and natural justice. These strategies require the ability to utilize effective and efficient time management, to identify systemic issues and opportunities to facilitate proactive and preventive techniques, to lead policy development, and to oversee the development of reasonable and feasible recommendations or solutions. The post holder devises effective strategies to overcome bureaucratic limitations through new approaches based on constructive thinking and innovation; devises and recommends ways to enhance interaction of oversight and regulated entities; works to achieve a fair, thorough, and objective investigative process; provides for effective quality assurance processes and complainant/respondent satisfaction; and utilizes the minimum of appropriate resources. This post requires an appreciation of broad issues of administrative fairness and good governance. The post holder oversees the development of training requirements and opportunities to employ the most effective and efficient methods of investigative techniques, proactive initiatives, settlement strategies and techniques.
- The Deputy Privacy Commissioner is charged with ensuring that the Office functions as a credible, dynamic, responsive, and innovative organization serving the public interest and having a direct and relevant impact

on the formulation of public policy. The Deputy plays a leadership role within the Office, including the formulation of the vision for the Office's operations and is accountable for conceptualizing and articulating the strategies and directional frameworks underpinning the Privacy Commissioner's vision and objectives for the organization. The Deputy ensures that the plans and priorities and the corresponding allocation and management of resources within the Office are aligned with the Office's mandates under PIPA and the objectives established by the Privacy Commissioner.

## **DUTIES AND RESPONSIBILITIES OF THE POST**

### **8. DETAILED DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES OF THE POST**

(Please use the same Headings for Main Duties as Listed in Section 1.0)

#### **8.1 Strategic Leadership Duties:**

- 8.1.1 Provides advice and guidance to the Privacy Commissioner on the current and future directions and objectives for the Office to ensure that it is responsive to issues relevant to the public as well as having a direct impact on public policy issues.
- 8.1.2 Leads the execution of the strategic vision for the Office of the Privacy Commissioner and its related policies to ensure these meet the needs of the Office. Formulates plans, objectives and priorities in line with the Privacy Commissioner's vision and objectives for the organization.
- 8.1.3 Represents the Privacy Commissioner in internal communications, effectively communicating organizational objectives and priorities and providing leadership and direction to ensure that these are understood and carried out.
- 8.1.4 Acts as a delegate of the Privacy Commissioner in dealing with internal and external issues. Represents the Privacy Commissioner in high level discussions with senior government officials, business leaders, colleagues and other stakeholders.
- 8.1.5 Represents the Privacy Commissioner in external communications as requested and may be called upon to act as a spokesperson for the Office with the media.
- 8.1.6 Maintains a solid understanding of the needs and challenges facing Bermudians with respect to privacy and uses of personal information, so that the Office can respond appropriately and effectively.
- 8.1.7 Liaises with other oversight offices and stakeholders to facilitate the development of common approaches and to identify issues of common interest.
- 8.1.8 Allocates and oversees the effective management of human and financial resources by setting and evaluating staff performance targets, promoting diversity and a healthy workplace, demonstrating leadership competencies, respecting corporate human resources practices, promoting teamwork and individual development, maintaining internal communication, monitoring revenues and expenditures, adhering to procurement guidelines, acquiring goods and services in the most cost effective manner and accurately forecasting budget requirements for the fiscal year.
- 8.1.9 Undertakes any other associated duties, as requested by the Privacy Commissioner.

#### **8.2 Management & Administration:**

- 8.2.1 Oversees as executive operating officer the effective functioning of the Office on a daily basis, including identifying and managing critical issues on behalf of the Privacy Commissioner. Provides for effective program delivery in accordance with the goals and values of the Office of the Privacy Commissioner while honouring administrative fairness and natural justice. Ensures the necessary support is provided to operations.
- 8.2.2 Exercises authority as delegated by the Privacy Commissioner pursuant to the Personal Information Protection Act 2016 (PIPA) and directs the conduct of investigations under this act to ensure fairness and objectivity.

- 8.2.3 Achieves broad reaching systemic change through oversight of comprehensive and conclusive investigations. Sets direction for all staff in the resolution of complaints, through consultation, persuasion, and mediation.
- 8.2.4 Conceives of ways and means to continuously improve how services are delivered and innovates new and improved programs for the provision of services to the public, business community, and public offices, including the delivery of complaints and investigation services. Identifies critical or high profile, sensitive issues and gaps in service, as well as opportunities for improvement. Elaborates and oversees the implementation of corresponding initiatives to respond to complex problems and to continue to modernize and improve the overall level of service provided by the Office to the public.
- 8.2.5 Acts as a delegate of the Privacy Commissioner at meetings, in outreach and training activities, and in Privacy Commissioner forums, national and international conferences and committees related to oversight in order to share perspectives and identify best practices.
- 8.2.6 Strategizes, oversees and participates in the development of communications products and programs, such as those aimed at highlighting the Office and publicizing the outcomes of complaint reviews and investigations, including through the use of social media, and is recognized as an official spokesperson for the Office of the Privacy Commissioner when requested.
- 8.2.7 Oversees the production and publication of the Annual Report and provides direct advice and guidance to the Privacy Commissioner on the production, publication, and overall content of all public reports issued by the Office.
- 8.2.8 Manages a variety of projects, including self-initiated efforts, by completing tasks such as setting timelines, monitoring progress, measuring statistics, and producing reports.
- 8.2.9 Manages and directs staff, including the evaluation of performance and of compliance with office policies and procedures, including security tasks.
- 8.2.10 Oversees office compliance functions, as applicable.
- 8.2.11 Undertakes any other associated duties, as requested by the Privacy Commissioner.

**8.3 Research & Policy Development:**

- 8.3.1 Maintains up-to-date professional knowledge of privacy and data protection in order to establish and instruct individuals on best practice standards and policies.
- 8.3.2 Researches relevant international or domestic legislation, case law, and practices to produce written reports and guidance documents.
- 8.3.3 Develops, organises, and presents workshops, seminars, training sessions, and public engagement events on the provisions of the Personal Information Protection Act 2016 and related resources.
- 8.3.4 Designs, develops, and maintains templates and instructional guidance for organisations to use to comply with the Personal Information Protection Act 2016.
- 8.3.5 Provides advice to government authorities and members of the public on matters pertaining to data privacy, data management, cybersecurity, and similar topics.
- 8.3.6 Represents the Office through thought leadership by attending relevant training seminars, conferences, and workshops both locally and overseas, giving presentations, and writing articles regarding developments in privacy issues, cybersecurity, and technology.
- 8.3.7 Undertakes any other associated duties, as requested by the post holder's supervisor or the Privacy Commissioner.