
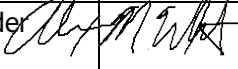


JOB DESCRIPTION FORM

POSITION (PID) #		101004			
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title	Assistant Commissioner (Policy & Innovation)		Print Name	Signature	Date
Present Grade	PS- 36 - 38		Prepared By	Alexander White 	06 Nov 1014
Department	Privacy Commissioner		Post holder Reviewed		
Section	Innovation (111040)		Dept. Head Agreed	Alexander White 	06 Nov 2024
POST STATUS			POST TRANSFER (if applicable)		
	New Post	Revised Post	Redefined Post	Previous Title	
Date	5 Nov 2021	25 October 2024		Previous Department	
Cabinet Conclusion Ref	2021-22 Budget		Previous Section		
Last Review Date	N/A		Previous Number		
Panel Decision	Grade	Date	Signature	Previous Grade	
				Date of Transfer	

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1. RESEARCH & POLICY DEVELOPMENT	40
2. INNOVATION SERVICES PROGRAMME MANAGEMENT	30
3. EMERGING ISSUES ANALYSIS	15
4. ADMINISTRATION	15
TOTAL = 100%	

2. SUMMARY OF ACCOUNTABILITY
<p>2.1 What specifically is this post accountable for?</p> <p>Working in the Office of the Privacy Commissioner for Bermuda the post holder oversees and is accountable for the office's development of policy interpretations and guidance. The post holder oversees and is accountable for the office's strategy related to innovation services and emerging issues. The post-holder's work will consist of a range of complex and diverse functions, including the management of other professional officers and offering of policy advice. In addition, the post holder manages the budget and expenses for the business unit, ensures accurate staff records, and co-ordinates the preparation of performance appraisals and supervises assigned staff. The post holder collaborates to develop and/or document internal policies and procedures and external communications. The post holder may represent the office at local and international conferences and events.</p> <p>The post holder will prepare complex reports on a number of diverse subjects within broad guidelines for final agreement by the Privacy Commissioner, and will carry out creative work.</p>
<p>2.2 Briefly describe the level of decision-making authority held by this post.</p> <p>The post holder will be a senior executive officer of the office, selecting or making recommendations on options of a very specialised nature that influence major policy of the office, the public service, and the community.</p> <p>The post holder will use a balanced approach weighing all factors when proposing difficult or important decisions that may lead to changes in policy or procedures affecting the office and the community. The post holder will implement team policies and procedures or recommend new policies, ensure the team meets statutory compliance requirements, and analyse major policy changes.</p> <p>The post holder oversees staff that develop materials for the office's public policy guidance efforts. 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. Especially complex decisions may be referred to the Deputy Privacy Commissioner.</p> <p>The post holder works to respond to detailed questions from individuals and the business community. The post holder will contact top management of other departments and in the community to provide professional or policy advice on complex problems, and may engage in negotiation on behalf of the office.</p>

2.3 To which position does this post report directly?

Under the direct supervision of the Deputy Commissioner.

The post holder carries out high level work within established policy or within broad policy guidelines, and plans and arranges own work at a technical or professional level. A supervisor may set objectives and guidelines, but the post holder will work independently and most reporting will consist of keeping the supervisor informed of projects rather than to obtaining decisions on day-to-day problems.

3. ESSENTIAL KNOWLEDGE & SKILLS

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

3.1 General Knowledge / People Skills (Soft Skills).

- Excellent leadership skills and proven ability to motivate and influence others, as well as the ability to work independently and be an active contributor in a demanding team environment.
- A high level of integrity and ability to maintain confidentiality in all matters that come to the post holder’s knowledge and the ability to effectively handle confidential and sensitive information
- Good interpersonal skills with a professional service orientated approach in effectively interacting with customers both internally, as a team, and externally
- Must have the ability to readily show sensitivity to differences and treats others fairly without regard to race, colour, national origin, place of origin, ethnicity, age, disability, sex, belief, sexual orientation, or any other human characteristic.
- Excellent communication skills (written and oral)
- 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
- Have a flexible approach to the job and willingness to assist in other areas within the department
- Domestic and international research skills
- Actively demonstrates self-restraint, enriched emotional intelligence, and listening skills to develop and strengthen relationships and the trust of stakeholders.
- Ability to maintain a calm demeanour in response to political rhetoric and stakeholder negativity or pressure while exercising a high level of self-awareness.
- Able to perceive the effect of emotive communications on the reputation and public trust of PrivCom.

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

- Proficient in the use of Microsoft Office Suite of Products and other common computer programmes
- Working knowledge of the Personal Information Protection Act 2016
- Knowledge of current developments in data privacy, cybersecurity, technology and data governance, and digital human rights, such as the activities of leading international organisations (United Nations Special Rapporteur for the Right to Privacy, the Global Privacy Assembly, European Data Protection Board, etc.), overarching rights principles and concepts (United Nations Universal Declaration of Human Rights, European Convention on Human Rights, etc.). Possesses a good understanding of the international rights framework and comparable overseas jurisdictions, or the ability to acquire this knowledge promptly.
- Although this is not a requirement, it is an added advantage to also have working knowledge of the Bermuda Monetary Authority Act 1969, Electronic Transactions Act 1999 and the Standard for Electronic Transaction, Electronic Communications Act 2011, Regulatory Authority Act 2011, The Data Protection Act 2018 (United Kingdom), the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (European Union), and other laws relating to the topics of national security, cybersecurity, information technology, and business transaction, or related topics.

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 fulfil 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 five (5) 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 with a specialisation in Technology, Human Rights, or Constitutional law or relevant field of study is required.

5.2 List any special licenses, registrations or certifications required for this job:

N/A

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.

Innovation, Policy, & Training Officer (101010)

Policy Officer (101007)

The post holder will irregularly supervise secondees external to the office or persons working on special projects.

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 |
|-------------------------------|--|--|

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 checked="" type="checkbox"/> Less than \$500k | <input type="checkbox"/> \$500k to \$2m | <input type="checkbox"/> \$2m to \$10m | <input type="checkbox"/> \$10m to \$40m | <input type="checkbox"/> Greater than \$40m |
|-------------------------------|--|---|--|---|---|

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 |
|--|--|---|

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

- While not required, licenses, certifications, or training in government accounting, law, data privacy, or cybersecurity will be considered an asset.
- Postholder recognises, accepts, and values the inherent dignity and worth, and the equal and inalienable right of all members of the human family as the foundation of freedom, justice, and peace. Post holder readily shows sensitivity to differences and treats others fairly without regard to race, colour, national origin, place of origin, ethnicity, age, disability, sex, belief, sexual orientation, or any other human characteristic.
- Postholder will be expected to work extended hours and/or weekends to meet deadlines and shifting priorities and/or assist in the facilitation of PrivCom initiatives.
- Postholder is expected to demonstrate a commitment to their professional development.
- Postholder is required to perform as an active team participant by building and maintaining effective working relationships and by contributing to the organisation’s knowledge through information exchange and sharing.
- Postholder is required to demonstrate interest in the organisation’s objectives and commitment to the collective achievement of PrivCom’s vision.
- Postholder recognizes that maintenance of confidentiality is statutorily required, and an offence is liable on summary conviction in accordance with Section 34 of the Act.
- In accordance with Section 7.1.4 of the Conditions of Employment and Code of Conduct, activities outside working hours must not diminish public confidence in the public officer’s ability to perform their duties.
- The duties described herein provide the general nature and level of work performed by the postholder. It is not intended to be an exhaustive list of all responsibilities and skills required of this post. Actual assigned duties may differ due to the varying needs of the Office of the Privacy Commissioner.
- Successful completion of an enhanced security vetting and a register of interests is a requirement for this post.

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)
<p>8.1 Research & Policy Development:</p> <p>8.1.1 Maintains up-to-date professional knowledge of privacy and data protection in order to establish and instruct individuals on best practice standards and policies.</p> <p>8.1.2 Researches relevant international or domestic legislation, case law, and practices to produce written reports and guidance documents.</p> <p>8.1.3 Develops, organises, and presents presentations for workshops, seminars, training sessions, and events on the provisions of the Personal Information Protection Act 2016 and related resources.</p> <p>8.1.4 Designs, develops, and maintains templates and instructional guidance for organisations to use to comply with the Personal Information Protection Act 2016.</p> <p>8.1.5 Provides advice to government authorities and members of the public on matters pertaining to data privacy, data management, cybersecurity, and similar topics.</p> <p>8.1.6 Undertakes any other associated duties, as requested by the post holder’s supervisor or the Privacy Commissioner.</p>
<p>8.2 Innovation Services Programme Management:</p> <p>8.2.1 Designs and manages the provision of innovation services to respond to the public needs.</p> <p>8.2.2 Consults with internal and external stakeholders, including on sensitive and executive-level topics.</p> <p>8.2.3 Leads the Privacy Innovation & Knowledge-Sharing (“Pink”) Sandbox to assist the community with developing innovative products and services using personal information in the public interest. Establishes of key areas of focus for the Pink Sandbox on an annual basis. Oversees the expression of interest process and prioritises the</p>

selection of candidates.

- 8.2.4 Engages the general public the help organisations develop, test, and improve new ideas that involve personal information. Establishes target sectors of focus for strategic engagement on an annual basis.
- 8.2.5 Oversees and ensures the successful functioning of a high number of parallel projects, including self-initiated efforts, by completing tasks such as setting timelines, monitoring progress, measuring statistics, and producing reports.
- 8.2.6 Promotes PrivCom’s ethical principles in the community with stakeholders developing new technologies.
- 8.2.7 Represents PrivCom at local & international conferences, events, and meetings.
- 8.2.8 Undertakes any other associated duties, as requested by the post holder’s supervisor or the Privacy Commissioner.

8.3 Emerging Issues Analysis

- 8.3.1 Maintains up-to-date professional knowledge of privacy and data protection in order instruct individuals on best practice standards and policies in real-world application of cutting-edge issues, including but not limited to artificial intelligence (AI), drones, digital identity, metaverse, and other new developments.
- 8.3.2 Leads office initiatives to analyse the impact of new technology and uses of technology on individuals’ rights and safety.
- 8.3.3 Drafts an annual report identifying trends and summarising emerging issues.
- 8.3.4 Undertakes any other associated duties, as requested by the post holder’s supervisor or the Privacy Commissioner.

8.4 Administration

- 8.4.1 Develops, implements, and maintains an operational business plan for the section, detailing goals, objectives, and standards of service.
- 8.4.2 Oversees and ensures the successful functioning of a variety of projects, including self-initiated efforts, by completing tasks such as setting timelines, monitoring progress, measuring statistics, and producing reports.
- 8.4.3 Manages and directs staff, including the evaluation of performance and to ensure compliance with office policies and procedures, including security tasks.
- 8.1.1 Undertakes office compliance functions, as applicable.
- 8.1.2 Undertakes any other associated duties, as requested by the post holder’s supervisor or the Privacy Commissioner.