

**JOB DESCRIPTION FORM**

POSITION (PID) #	101007				
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title	Compliance & Risk Officer		Print Name	Signature	Date
Present Grade	PS 30-32		Prepared By	Georgia Fevriere	Dec 21,2022
Department	Privacy Commissioner		Post holder Reviewed		
Section	Operations		Dept. Head Agreed	Alexander White	21 Dec 2022
POST STATUS			POST TRANSFER (if applicable)		
	New Post	Revised Post	Redefined Post	Previous Title	
				Previous Department	
Date				Previous Section	
Cabinet Conclusion Ref	2022-2023 Budget		Previous Number		
Last Review Date	Sept 2022				
Panel Decision	Grade	Date	Signature	Previous Grade	
				Date of Transfer	

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1. PROGRAM DEVELOPMENT & MANAGEMENT	40
2. MONITORING & INVESTIGATION	25
3. RESEARCH & REPORTING	20
4. TRAINING & ADVISORY	10
5. AWARENESS	5
	TOTAL = 100%

2. SUMMARY OF ACCOUNTABILITY
<p>2.1 What specifically is this post accountable for?</p> <p>Works under the direction of the Assistant Commissioner (Operations) to develop, implement, embed, and maintain efficient compliance and risk management functions to ensure PrivCom meets its responsibilities in line with the Personal Information Protection Act 2016 (PIPA), Public Access to Information (PATI), Financial Instructions and other related policies, rules, and regulations.</p> <p>The postholder is accountable for carrying out various compliance, risk management, and ethics functions, such as assisting in the creation and delivery of the compliance and risk frameworks, carrying out monitoring activities in line with the annual compliance plan, conducting risk and privacy impact assessments, investigating incidents and breaches, compiling compliance metrics and reports, identifying and delivering compliance training, and raising awareness.</p>
<p>2.2 Briefly describe the level of decision-making authority held by this post.</p> <p>The post-holder has limited decision-making authority for the business unit, but makes recommendations that relate to strategy, investigations, breach management, risk management, remediation, training, and engagement activities. All decisions requiring management input are referred to the Assistant Commissioner (Operations).</p>
<p>2.3 To which position does this post report directly? Assistant Commissioner (Operations)</p>

3. ESSENTIAL KNOWLEDGE & SKILLS
<p>List the key knowledge and skills required to fulfill the <i>minimum requirements</i> of the post under the following categories.</p>
<p>3.1 General Knowledge / People Skills (Soft Skills).</p> <ul style="list-style-type: none"> A high level of integrity and ability to maintain confidentiality in all matters that come to his/her knowledge and the ability to effectively handle confidential and sensitive information Good interpersonal skills with the ability to exercise tact and diplomacy. Must also have a professional service orientated approach in effectively interacting with staff, management, or external regulators

- Sound time management and problem-solving skills
- Excellent communication skills (written and oral)
- Advanced ability to multi-task and be adaptable whilst working in a fast-pace, dynamic environment
- Must be detail oriented and careful to verify documentation
- Highly analytical with strong attention to detail, along with critical thinking skills
- Able to learn quickly, retain and understand relevant legal, regulatory, and industry best practices
- 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
- Excellent knowledge of regulatory and legal requirements, procedures and standards
- Committed to continuous professional development to maintain an excellent understanding of regulatory developments
- A good understanding of PATI and PIPA

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 programs
- Knowledge of compliance and risk management trends and developments, concepts and principles, and audit procedures
- Strong ability to effectively conduct compliance monitoring, reviews, risk assessments and breach investigations
- Ability to analyse, prepare and present detailed and complex technical reports with respect to data obtained from compliance, risk management and audit activities.
- Working knowledge of the PIPA, PATI, Financial Instructions, the Bermuda Government Conditions of Employment & Code of Conduct (CECC), the Bermuda Public Services Union Collective Bargaining Agreement, the Public Service Commissioner Regulations 2001, and Public Service (Delegation of Powers) Regulations 2001 and subsequent amendments; including the skills to apply, interpret, and explain.

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 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 in Law, Business Administration, Risk Management, or a relevant field of study is required.

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

While not required, information privacy, compliance, risk management, or ethics designations 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.

n/a

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 checked="" type="checkbox"/> None	<input 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 checked="" type="checkbox"/> None	<input 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
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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

While not required, information privacy, compliance, risk management, or ethics designations will be considered an asset. Applicants who possess the following may be considered for the post in lieu of the completion of a Bachelor's or equivalent qualification: a minimum of seven (7) years of relevant experience with minimal supervision in a similar environment. It may be necessary from time to time for the post holder to work beyond the normal working hours. The post holder must be able to act on their own initiative, and work irregular or unscheduled hours, as required, to support the unique mandate of the office. The duties described herein provide the general nature and level of work performed by the post holder. 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)

8.1 PROGRAM DEVELOPMENT & MANAGEMENT

- 8.1.1 Assist in the development, implementation, embedding and maintenance of efficient Compliance & Risk Management Programmes.
- 8.1.2 Maintain an up-to-date mapping of the regulatory framework applicable to all business units, determining the effect of changes, assessing the adequacy of internal policies, procedures, and controls as it relates to the changes and briefing business units and senior management.
- 8.1.3 Maintain and embed an efficient Compliance framework of policies, procedures, systems, and controls.
- 8.1.4 Create and deliver the annual compliance and risk assessment plan.
- 8.1.5 Provide risk-based advice to business units, as well as provide effective challenge and oversight to ensure that risks are appropriately understood and managed.
- 8.1.6 Carry out risk assessments across PrivCom and provide support in identifying compliance and regulatory risks.
- 8.1.7 Carry out the annual review of the Register of Interest to sure any new or modified disclosures have been documented and reviewed by the Privacy Commissioner.
- 8.1.8 Aid in the development and maintenance of PrivCom's risk register.
- 8.1.9 Undertakes any other associated duties, as requested by the post holder's supervisor or the Privacy Commissioner.

8.2 MONITORING & INVESTIGATION

- 8.2.1 Carry out monitoring activities in line with the annual Compliance and Risk Assessment Plans, and on an adhoc basis, ensure that remedial action is taken, and material issues, incidents, and breaches are escalated to the relevant stakeholders.
- 8.2.2 Investigate suspected, alleged, or actual breaches of legal or regulatory requirements, or PrivCom's Compliance policies and procedures within the business units, and ensure resolution. Develop controls and corrective actions and track the implementation.
- 8.2.3 Undertakes any other associated duties, as requested by the post holder's supervisor or the Privacy Commissioner.

8.3 RESEARCH & REPORTING

- 8.3.1 Conduct local and international research on existing and emerging compliance trends.
- 8.3.2 Collate record keeping in line with legal and regulatory requirements and /or PrivCom's policies and procedures.
- 8.3.3 Collates and produces accurate compliance metrics and reports to the relevant stakeholders.
- 8.3.4 Compiles and produces compliance records or information requested by internal/external auditors.
- 8.3.5 Undertakes any other associated duties, as requested by the post holder's supervisor or the Privacy Commissioner.

8.4 TRAINING & ADVISORY

- 8.4.1 Identify compliance, ethics, and risk management training needs within PrivCom and lead the development and delivery of compliance training ensuring the appropriate input from the relevant stakeholders.
- 8.4.2 Provide guidance and advice to senior management in developing appropriate tone from the top.

- 8.4.3 Provide technical regulatory advice and support to the business units in understanding their responsibilities and obligations under PrivCom policies and regulatory requirements.
- 8.4.4 Engage with business units to assist with developing best practice procedures that are balanced to meet the needs of PrivCom, service users, and other regulators.
- 8.4.5 Undertakes any other associated duties, as requested by the post holder's supervisor or the Privacy Commissioner.

8.5 AWARENESS

- 8.5.1 Champion compliance, ethics and risk management at all levels of PrivCom.
- 8.5.2 Partner with management to foster a collaborative approach to embedding the compliance culture throughout PrivCom.
- 8.5.3 Ensure quality and proactive engagement with the business units at all levels.
- 8.5.4 Undertakes any other associated duties, as requested by the post holder's supervisor or the Privacy Commissioner.