



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Analyst, Access To Information And Privacy (ATIP)

<b>Job ID</b>	<b>05-CD-9B-68-50-BA</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=05-CD-9B-68-50-BA">https://careers.indigenous.link/viewjob?jobname=05-CD-9B-68-50-BA</a>	
<b>Company</b>	PSP Investments	
<b>Location</b>	Montreal, Quebec	
<b>Date Posted</b>	From: 2025-01-02	To: 2025-03-03
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Languages</b>	English, French	

### Description

#### ABOUT US

We're one of Canada's largest pension investment managers, with CAD\$264.9 billion of net assets as of March 31, 2024.

We invest funds for the pension plans of the federal public service, the Canadian Forces, the Royal Canadian Mounted Police and the Reserve Force. Headquartered in Ottawa, PSP Investments has its principal business office in Montreal and offices in New York, London and Hong Kong.

Capturing and leading complex global investments requires us to work as one to seize valuable opportunities, in close collaboration with some of the world's top companies. At PSP, you'll join a team of motivated and engaged professionals, dedicated to propelling our organization further than ever before.

#### EXPERIENCE THE EDGE

At PSP, we encourage our employees to grow, forge powerful relationships, contribute and fuel inspired investment launchpads. We are committed to a culture that fosters collaboration and allows us to think beyond, in an interconnected way. We advocate for our employees to speak-up, learn, experiment, share, and be part of an inclusive work environment where diversity is embraced.

#### ABOUT YOUR ROLE

As an Analyst, Access to Information and Privacy (ATIP), you'll:

- \* Triage and assist in processing and/or responding to Access to Information and Privacy requests received by PSP Investments and its wholly-owned subsidiaries, including tasking OPIs, conducting internal and external consultations, applying appropriate exemptions, and interacting with requesters to answer questions or request clarifications
- \* Organize and prepare documents requested for disclosure, document considerations for the application of exemptions and extensions, and prepare notice and decision letters to requesters within the required timelines
- \* Coordinate and send responses to informal requests submitted through the Open Government portal
- \* Provide advice and recommendations on privacy requirements for projects involving personal information
- \* Perform and document privacy impact and vendor assessments, as required by the Privacy Act (Canada), the GDPR and other privacy laws applicable to PSP and ensure they are documented in the required format
- \* Provide assistance with investigating, mitigating and documenting privacy breaches, and with breach reporting requirements as necessary
- \* Assist in developing and implementing the ATIP Office's internal training and awareness activities
- \* Support the updates and management of privacy documentation, such as privacy policies, procedures and notices, as well as PSP's personal information inventory and Information Holdings (InfoSource)
- \* Keep ATIP trackers up to date, and generate reports and extract data from the ATIP trackers for KPI reporting as needed
- \* Monitor ATIP shared mailboxes and flag important items to ATIP team, in a timely manner
- \* Participate in training sessions, monitor relevant ATIP portals and publications, and communicate relevant information, or documentation to the ATIP team
- \* Coordinate with stakeholders including TBS and wholly-owned subsidiaries for requests, breaches and reporting requirements (including information sharing, answering questions and ensuring ATIP statistical and annual reports are

prepared)

- \* Save relevant documents and emails in the appropriate repositories accordingly in a timely manner

- \* Prepare and submit various monthly, quarterly and annual reports

#### WHAT YOU'LL NEED

- \* Bachelor's degree in relevant field

- \* IAPP or other privacy professional certification will be considered an asset

- \* Minimum of two (2) years of practical experience in the fields of access to information and privacy preferably in a federal government institution or other relevant corporate environment

- \* Knowledge of the Canadian Access to Information and Privacy Acts

- \* Strong technical skills with Microsoft Office, Adobe and similar tools

- \* Strong organizational skills

- \* Ability to independently and proactively set priorities and follow up with relevant parties to meet strict deadlines, while managing a large workload

- \* Taking ownership of assigned tasks and following up with determination to see it through

- \* Engaged, motivated and driven to get involved and be a part of the team

- \* Very good judgment, tact and finely tuned sense of professionalism and ethics

- \* Excellent analytical and research ability

- \* Attention to detail and keen sense of responsibility

- \* Strong interpersonal and communication skills. Ability to work well either alone or within a team, adaptable and flexible

- \* Respectful and appreciative of diversity

- \* Interest and ability to continuously learn and develop

- \* Bilingualism: English and French (frequent interactions in English with PSP employees based in our offices in Hong Kong, London and New York, and interactions in French with employees in our local offices in Montreal and Ottawa)

We offer a tailored employee experience and competitive total rewards and benefits package\* designed to attract and retain global diverse talent, reward performance, and reinforce business strategies and priorities. Beyond salary and incentive pay eligibility, you have access to:

- \* Investment in career development

- \* Comprehensive group insurance plans

- \* Competitive pension plans

- \* Unlimited access to virtual healthcare services and wellness programs

- \* Gender-inclusive paid family leave policy: up to 26 weeks for primary caregivers, 5 weeks for secondary caregivers

- \* A personalized family-building support, from pre-pregnancy to menopause, with available financial assistance

- \* Vacation days available on day one with additional days on milestone service anniversaries, and summer Friday afternoons off

- \* A hybrid work model with a mix of in-office and remote days

- \*Benefits package may vary based on your employee type.

At PSP, we aim to provide an inclusive workplace where we leverage diversity and where everyone feels valued, safe, respected and empowered to grow. As part of this leadership commitment, we strongly encourage applications from all qualified applicants and strive to offer an inclusive and accessible candidate experience. If you require any accommodation for any part of the recruitment process, please let us know.

Visit us on [www.investpsp.com/en/](http://www.investpsp.com/en/)

Follow us on LinkedIn

#### **How to Apply**

Click Apply Now!