

TERM EMPLOYMENT OPPORTUNITY
Term until October 31, 2025

Interjurisdictional/Privacy Coordinator
Halifax Nova Scotia

It's a time of incredible opportunity for The Workers' Compensation Board of Nova Scotia (WCB), as the organization embarks on a transformational path, guided by a new strategic plan founded in a simple vision - to protect the Nova Scotia workforce. As an Interjurisdictional/Privacy Coordinator, you play a critical role in providing coordinator and administrative support for the Legal Department in relation to interjurisdictional agreements and privacy. Leveraging significant investments in people, processes, and technology over the past several years, we are committed to working differently in the future to drive greater service experience, innovation, opportunity, and outcomes for Nova Scotians.

About the Workers' Compensation Board of Nova Scotia

WCB is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. We also provide caring, compassionate support in the wake of workplace tragedy.

About the Role

The Interjurisdictional/Privacy Coordinator provides coordinator and administrative support services for the Legal Department in relation to interjurisdictional agreements (i.e. the Interjurisdictional Agreement) and privacy to ensure that the operational IJA/contract needs of the organization and the privacy legislation requirements are met and run smoothly and efficiently.

- Developing and providing recommendations for policies and procedures.
- Creating, establishing and maintaining procedures and developing and maintaining filing and tracking systems for interjurisdictional and privacy related inquiries and other associated work as directed by Legal Counsel.
- Administer the Interjurisdictional Agreement and respond to inquiries and information requests.
- Administer and coordinate privacy related inquiries as directed by Legal Counsel.
- Monitor, track, analyze and report on all interjurisdictional and privacy issues.
- Draft correspondence for WCB legal counsel relating to interjurisdictional & privacy issues.
- Research, review and investigate privacy concerns, inquiries and complaints.
- Coordinate and administer WCB privacy legislation obligations.
- Providing back up support for Legal Services Contract Coordinator and administrative support to Legal Counsel responsible for contracts/ agreements as required. This includes a broad range of administrative services as well as the provision of simple legal and general office duties.

Your Experience & Skills

- Graduation from a recognized institution with a diploma in Paralegal or legal secretarial studies or a related program.

- 3 years recent experience in a legal services environment, including drafting, interpreting and following up on legal agreements/contracts/memoranda of understanding. Recent is defined as within the last 5 years.
- 3 years' experience working with document management.
- One year experience working with privacy legislation (FOIPOP and/or PIPEDA) and contracts language.
- One year's experience with statistical reporting, including Excel spreadsheets at an intermediate level of expertise.
- One year experience working with interjurisdictional agreements is an asset.

We offer a competitive compensation package ranging from \$54,681 - \$68,336.

Application Details

Please email your resume and cover letter to hrdept@wcb.ns.ca by **4pm on September 13th, 2024**. In the **subject line**, please quote competition number: **JV 131-24 EXT Interjurisdictional/Privacy Coordinator**.

We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews. Please note: WCB is required to check all employment references before presenting an offer to the successful candidate.

Diverse & Inclusive Workplace

The WCB Nova Scotia is an equal opportunity employer, committed to an inclusive workplace culture and an accessible work environment where diversity thrives.

The WCB Nova Scotia is the province's provider of workplace injury insurance. Our people are safety champions with a caring, compassionate and can-do-attitude. At the WCB Nova Scotia, every employee is an important contributor to our organization's corporate goals. We strive to advance our inclusive workplace culture by weaving the social, cultural, visible, and invisible differences of our employees into our way of work. We also take inspiration from the diverse communities we serve across Nova Scotia.

We have adopted a foundational Inclusive Workplace Policy that strives to build upon our core values of safety, care and compassion. We stay in practice to increase our cultural competency and strengthen our relationships with community.

The WCB Nova Scotia is committed to an inclusive recruitment process and workplace that is accessible and accommodating to individuals with disabilities and other protected characteristics to support their full participation in the recruitment process and workplace.

Accommodation Request

WCB Nova Scotia is an equal opportunity employer that is committed to working with job candidates and employees to request reasonable accommodation in a confidential manner. To request accommodation, please contact the Human Resource team by email at hrdept@wcb.ns.ca. All information received will be kept confidential.

To learn more about WCB Nova Scotia, visit www.wcb.ns.ca or connect with us on [LinkedIn](#).