



## THE THUNDER BAY POLICE SERVICE

### *POSITION DESCRIPTION*

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**POSITION:** Freedom of Information Coordinator  
**BRANCH:** Central Records  
**UNIT:** Central Records  
**REPORTS TO:** Records Manager  
**PAY SCALE:** Level 10M to 14M

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### CORE COMPETENCIES

The **Freedom of Information Coordinator** is responsible for the orderly operation of general duties within their assigned Unit, as well as the efficient transfer of information and communications received by the Thunder Bay Police Service. General core competencies required to be successful in this position are:

Competencies	Requirements
<b>Accountability and Excellence</b>	<ul style="list-style-type: none"><li>• Align behaviours to organizational values of partnerships, integrity, public service, excellence, equity, diversity and human rights.</li><li>• Address others whose behaviours are contrary to TBPS values.</li><li>• Demonstrate required level of job-related skill.</li><li>• Focus efforts on achieving standards of excellence through continuous improvement and ongoing development.</li><li>• Comply with all relevant codes of conduct, policies, and procedures.</li><li>• Exercise self control, adaptability, and flexibility in stressful or difficult situations.</li><li>• Accept responsibility for own actions regardless of consequences.</li><li>• Respect the dignity, human rights, equity, diversity, and inclusion of others.</li></ul>

Competencies	Requirements
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>• Apply established guidelines and procedures to make informed decisions.</li> <li>• Seek guidance as needed when the situation is unclear and involves the right people in the decision-making process.</li> <li>• Consider consequences of decisions including the impact on others and the TBPS.</li> <li>• Reach decisions that are consistent with established procedures and TBPS values.</li> <li>• Assess the effectiveness of decisions and responds accordingly.</li> </ul>
<b>Interaction and Influence</b>	<ul style="list-style-type: none"> <li>• Promote team goals, share the workload, and assist others.</li> <li>• Give credit and acknowledge contributions and efforts of peers.</li> <li>• Treat others fairly, ethically, and with value — communicating openly and building trust.</li> <li>• Effective written and verbal communication skills – clear, concise, and suited to others’ level of understanding.</li> <li>• Demonstrate cooperation, collaboration, and consensus-building when working with others within or outside the TBPS.</li> <li>• Ability to accept and act on constructive criticism.</li> <li>• Effectively communicate using strategies to achieve common goals, influence, and gain support of others.</li> </ul>
<b>Social &amp; Cultural Competency</b>	<ul style="list-style-type: none"> <li>• Demonstrate a professional, empathetic, and objective demeanour.</li> <li>• Able to effectively interact, work and develop meaningful relationships with people of various ethnical, cultural, and social backgrounds.</li> <li>• Recognize and respect diversity through communication and actions in all contexts.</li> <li>• Show respect and openness towards someone whose ethical, cultural, and social background is different from one’s own.</li> <li>• Able to recognize and manage one’s own behaviours, moods, and impulses to create an inclusive, equitable and welcoming environment within the TBPS.</li> <li>• Able to use one’s own experiences to relate to and work with all ethnical, cultural, and social groups.</li> </ul>

<b>Attention to Detail</b>	<ul style="list-style-type: none"> <li>• Pay close attention to details that are important to make sure they are right.</li> <li>• Ensure accuracy and completeness of work.</li> <li>• Spot inconsistencies or discrepancies that indicate problems with quality of work.</li> <li>• Verify that work has been done according to applicable policies, procedures and standards.</li> </ul>
<b>Information Management</b>	<ul style="list-style-type: none"> <li>• Use appropriate procedures to collect, organize, retrieve, maintain, and disseminate information.</li> <li>• Demonstrate awareness of key types and sources of information needed to perform duties.</li> <li>• Effectively uses technology and/or systems to manage information pertinent to the position.</li> <li>• Ensure appropriate security protection, storage, and maintenance of information.</li> <li>• Respect confidentiality of information.</li> <li>• Knowledge of computer applications pertinent to position.</li> </ul>
<b>Planning and Organizing</b>	<ul style="list-style-type: none"> <li>• Effectively Plan and organize work.</li> <li>• Identify the importance of tasks and prioritize time accordingly to ensure completion of all tasks within time frame.</li> <li>• Make effective use of available resources to meet work objectives.</li> <li>• Monitor the attainment of objectives and/or quality of the work completed.</li> </ul>

#### **SUMMARY OF ESSENTIAL JOB FUNCTIONS:**

The **Freedom of Information Coordinator** is responsible and accountable to the **Records and Case Management Manager** for the efficient and timely performance of the assigned duties and responsibilities. Specific responsibilities shall include but not be limited to:

- Assists in the development and implementation of Police Policies and Procedures and protocols and/or memorandum pertaining to the release of information held by Thunder Bay Police Service.
- Control and coordination of all Thunder Bay Police activities with the Information Privacy Commissioners office, including matters such as investigations, complaints, mediation, and appeal processes, etc.
- Ensure organizational compliance with the Municipal Freedom of Information legislation and regulations.

- Support the organization in ensuring lawful authority to collect, use, disclose, retention and destruction of personal information and safeguarding the confidentiality of personal information.
- Applies the provisions of the MFIPPA and all applicable legislation to all external requests for release of information pursuant to all requests for information made pursuant to the Municipal Freedom of Information and Protection of Privacy.
- Facilitate timely and lawful access to records in accordance with FOI requirements.
- Establishes and maintains filing and reporting systems and completes annual reports which conform to the requirements of the Act.
- Provides advice and interpretation on the application of the Act to management, staff, external agencies, and the public.
- Develops and implements comprehensive training and communication for employees regarding FOI.
- Collaborate with internal departments such as Professional Standards, Human Resources, Risk Management, Front line staff to ensure consistent application of MFIPPA.
- Assist Central Records Manager with the approval of the Criminal Record and Vulnerable Sector release documents.
- All other duties as assigned within the core competencies.
- Remain current in access and privacy case law established by the Information and Privacy Commissioner (IPC) orders and judicial decisions and provincial directives.
- Conduct Privacy Impact Assessments for any/all technological solutions and/or programs involving the collection of personal information.
- Maintain the MFIPPA tracking system.
- Respond to all inquiries on notification of Appeals.
- Liaise with the Information and/or Privacy Commissioner assigned adjudicators on mediation of Appeal.
- Prepare written representations to the Information/Privacy Commissioner for Notice of Inquiry on appeals pursuant to the Municipal Freedom of Information and Protection of Privacy Act
- Respond to complaints received from the Information/Privacy Commissioner on privacy complaints.

## **QUALIFICATIONS**

- Secondary school diploma or an equivalent combination of education and experience.
- At least 3 years experience in release of information pursuant to access and privacy legislation with knowledge of Criminal Code, Youth Criminal Justice Act and Provincial Statutes.
- Thorough knowledge of the Municipal Freedom of Information and Protection of Privacy Act is an asset.
- Well-developed analytical skills.
- Must have excellent verbal and written communications skills and ability to negotiate and adequately defend written verbal and written decisions.
- A commitment to customer service is essential.
- Must have a good working knowledge of microcomputers and keyboarding skills.
- Minimum of 3 years experience in a police, government or comparable institution
- Demonstrated ability to maintain integrity of highly sensitive and confidential information
- Knowledge of the criminal justice system and the ability to understand and interpret legislation

## **WORKING CONDITIONS**

- Required to work 7-hour shifts consisting of 5 on, 2 off with occasional flex shifts to meet the operational requirements of the unit.
- Work is performed in a standard office environment with minimal adverse working conditions.
- Located in a comfortable indoor area. Conditions could produce mild discomfort such as moderate noise.
- Regular need to give close attention, either hearing or seeing, to what is happening.

## TESTS & ASSESSMENTS

Candidates may be subject to any of the following tests and assessments for this position.

- Application review
- Performance Appraisal review
- Disciplinary record review
- Panel Interview

## APPROVAL:

Prepared by: Manager, S. Lindstrom #1249	Initial Date Created: September 19, 2025
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