



Information Commissioner's Office Temporary Additional (T/A) Investigation Officer

The Information Commissioner's Office invites applications for the post of **T/A Investigation Officer**, for a period of one (1) year, to assist with investigation of appeals, regulatory oversight, and raising public awareness.

Responsibilities

The ICO is an independent, publicly-funded Public Office that promotes and oversees use of the Public Access to Information Act. The T/A Investigation Officer provides essential support to the Information Commissioner to fulfil her statutory mandate. Primary responsibilities include investigating and analysing requesters' appeals; monitoring, investigating and reporting of public authorities' compliance with the Act; and the promotion of public awareness of the rights under the Act.

Minimum Qualifications, Experience and Skills

- Master's degree or post-graduate qualification (or equivalent) in Public Administration, Law, Management, Law Enforcement or a related field
- Three (3) years' work experience conducting investigations, research, analysing complex information, writing reports and making reasoned and supported recommendations
- Caseload management experience, including drafting reports and recommendations within a stipulated period
- Ability to analyse complex information, arguments and situations, as well as make recommendations and present issues in an accurate and understandable way
- Excellent planning, time-management and organisation skills, including the ability to manage competing priorities
- Ability to take initiative and work independently
- Excellent interpersonal, oral and written communication skills
- Understanding and embodiment of principles of independence, fairness and integrity in public life and/or community service
- Professional, patient and responsive manner with the public
- High comfort level working in an open and transparent office
- Strong working knowledge of Microsoft Office Suite and capability to learn new software packages
- Positive team member and adaptable to Office's growth
- Desire for professional development
- General knowledge of government or public organisations and systems
- Valid driver's licence and/or access to reliable transportation

Salary

The salary is \$106,699 and benefits are provided for the year.

To Apply

Applicants should visit www.ico.bm for further details. Please send your confidential cover letter and resume marked "T/A Investigation Officer" to apply@ico.bm by **18 July 2022**.