

Information Commissioner's Office Investigation Officer (Temporary)

The Information Commissioner's Office (ICO) seeks a full-time **Investigation Officer (Temporary)** for a six-month contract.

Responsibilities

The Investigation Officer provides essential support to the Information Commissioner to fulfil her statutory mandate. Primary responsibilities include investigating and analysing requesters' appeals as well as monitoring, investigating and reporting of public authorities' compliance with 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 of experience conducting factual investigations, research, analysing complex information, writing reports and making carefully reasoned and supported recommendations based upon your work
- Caseload management experience, including drafting reports and recommendations within a stipulated period
- Excellent interpersonal, writing, and oral communication skills
- Demonstrated ability to analyse complex information, arguments and situations, and use your judgment to make recommendations, or to present issues in an accurate and understandable way
- Excellent planning, analytical, and organisation skills, including strong time-management skills and the ability to manage competing priorities
- Ability to take initiative and work independently
- An 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
- Strong working knowledge of Microsoft Office Suite and capability to learn new software packages
- High comfort level working in an open and transparent office
- Positive team member and adaptable to Office's growth
- Desire for professional development
- General knowledge of government or public organisations and systems

Compensation

Compensation is \$57.00/hour. The Investigation Officer will be responsible for paying all payroll related taxes and liabilities.

To Apply

Please send your resume, a cover letter, and one relevant writing sample to apply@ico.bm on or before 5:00pm Atlantic Time, Monday, 5 March 2018.

For further details about the ICO or this position, visit www.ico.bm.