POSITION DESCRIPTION

POSITION TITLE: Data Protection & Governance Analyst

POSITION CATEGORY: IT & Digital

SCHEDULE TYPE: Full-time

POSITION LOCATION: On-site

PRPA Head Office
Prince Rupert, BC V8J 1A2, CAN

POSITION SUMMARY

The Data Protection & Governance Analyst ensures PRPA's data assets are secure, well-governed, and compliant across enterprise platforms and citizen developer environments. This role configures and manages governance tools, enforces data protection standards, and oversees data governance for initiatives such as Copilot agent creation and Power Automate usage. By collaborating with stakeholders and supporting incident readiness, the Analyst strengthens data quality, regulatory compliance, and cybersecurity resilience.

POSITION ACCOUNTABILITIES

- Operationalize PRPA's data governance framework across enterprise platforms, including M365, M-Files, and citizen developer environments.
- Configure, manage, and monitor governance tools to enforce data protection standards, retention schedules, and access controls.
- Oversee data governance for citizen developer initiatives, including end-user creation of Copilot agents and Power Automate workflows, ensuring compliance with organizational policies.
- Collaborate with data owners, stewards, and cybersecurity teams to resolve classification, access, and audit-identified issues.
- Maintain and apply data classification schemes for sensitive and regulated data, ensuring appropriate protections and permissions.
- Develop and deliver training and awareness programs to promote data governance and protection best practices.
- Support incident preparedness and trackability by integrating governance controls with cybersecurity protocols.
- Prepare and present reports on governance tool utilization, policy compliance, audit gap closure, and incident readiness to leadership and stakeholders.
- Research, evaluate, and recommend emerging data governance and protection trends, technologies, and regulatory requirements to senior IT Leadership
- Complete assignments on behalf of the Manager, Cybersecurity, and others, as required.

WORKING CONDITIONS

- Works predominantly in an office environment.
- Regular working hours are Mondays to Fridays, 8:00 AM to 4:30 PM with 1 hour lunch break.

- May be required to be on call after office hours and on a rotating or periodic basis to support incident response or urgent data governance matters.

JOB SPECIFICATIONS

Formal Education & Certifications

- College or University Degree in Information Technology, Computer Science, Data Management, Cybersecurity, or a related field; or an equivalent combination of experience and training.
- Certifications such as Microsoft Certified: Information Protection Administrator Associate, Certified Information Systems Security Professional (CISSP), Certified Data Management Professional (CDMP), or equivalent will be considered assets.
- ITIL 4 Foundation or similar process management certification will be considered an asset.
- Related Experience
- Minimum 5 years of related experience in data governance, data protection, or information security.
- Experience operationalizing governance frameworks and configuring data protection tools within M365 (Purview, SharePoint, Teams, OneDrive, Power Platform, Exchange), M-Files, and other enterprise platforms.
- Experience supporting citizen developer initiatives such as Power Automate or Copilot agents will be considered an asset.

Other Requirements

- Strong knowledge of data governance principles, frameworks, standards, and best practices (e.g., NIST CSF, ISO 27001, COBIT).
- Proficient in configuring and managing data governance and protection tools, including M365 services and related platforms.
- Strong judgment and tact in dealing with sensitive issues and confidential information.
- Excellent analytical, problem-solving, and decision-making skills with a keen eye for detail and accuracy.
- Ability to manage multiple tasks and priorities, and work under pressure and tight deadlines.
- Ability to adapt to changing needs and requirements.
- Clear and concise verbal and written communication, with the ability to explain governance concepts to non-technical audiences at all levels of the organization.
- Strong customer service orientation; self-motivated and able to work independently and as part of a team.
- Willingness to provide support to others within the department.
- Commitment to the values, mission, and mandate of the Prince Rupert Port Authority.
- Able to obtain security clearance under Transport Canada's Security Clearance Program

The base salary range for this role is $105,820.00 to $132,274.00

Equity, Diversity, Inclusion and Belonging are at the heart of PRPA's culture and play a vital role in our growth strategy. We are committed to ensuring that everyone feels a sense of belonging and can contribute to their maximum potential. Our differences are the reason great things happen here. If you are an applicant in need of accommodation or special assistance throughout the interview process, please submit a request by email to **careers@rupertport.com**.

Individuals of Indigenous descent are strongly encouraged to apply.

Interested applicants please submit your resume to: careers@rupertport.com