

Update

Ministry

Service Alberta and Red Tape Reduction

Describe: Basic Job Details

Position

Position ID

Position Name

Program Services 3

Current Class

Program Services 3

Job Focus

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-06-01

Responsibilities Added:

Updated Job Titles due to legislative changes and references to the Freedom of Information and Protection of Privacy (FOIP) Act have also been updated to refer to the Access to information (ATI) Act.

Responsibilities Removed:

None

Job Purpose and Organizational Context

Why the job exists:

The ATI Advisor reports to the Access to Information (ATI) Coordinator. The Advisor contributes to Sector compliance with the legislated and policy requirements of the ATI Act.

Job purpose:

- Responds and/or provides recommendations on ATI requests, consultation requests, formal correction requests in accordance with ATI and other relevant legislation
- Delivers effective and efficient administration of ATI services within the client ministry

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Performs access to information requests (personal and general), responds to consultations from all levels of governments subject to access and privacy legislation and requests for correction of personal information, under the ATI Act:
 - Responsible for a caseload of moderately complex access to information requests (generals and personals), consultation requests and formal correction requests.
 - Communicates with information requester on all aspects of access to requests
 - Evaluates third party responses and determines whether there is probability of harm from disclosure of records or unreasonable invasion of personal privacy from disclosure of records
 - Reviews the records to determine whether an exception in the ATI Act applies and to identify sensitivities, and what implications there could be to the ministry if disclosed
 - Researches and analyzes legislation, policies, procedures, and the Office of the Information and Privacy Commissioner's rulings related to the application of exception and exemptions to disclosures
 - Recommends the application of exceptions and exemptions to disclosure under the ATI Act to the ATI Coordinator as provided under Sections of the Act
 - Responds accurately in a clear and concise manner via telephone or in writing to general questions about the ATI process
 - Provides accurate information to internal and external stakeholders concerning ATI requests
 - Supports the ATI Coordinator and Senior Advisors with preparation of responses to OIPC Reviews, Inquiries, etc.
 - Understands the situation, question, and business context
2. Supports the development and delivery of training sessions; other resource and communication materials to promote awareness and understanding of the ATI act:
 - Prepares and distributes ATI training material as required
 - Co-facilitates the delivery of ATI Information sessions
3. Other related duties as assigned by management.

Problem Solving

Typical problems solved:

This position completes moderately complex requests and works within established department policy and procedures that set the operating guidelines for requests. Work is completed independently, and the position has the autonomy to manage their caseload with guidance on an as needed basis. This position will provide advice and guidance on recommendations for review by the ATI Coordinator and/or decision makers.

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

INTERNAL (within the department):

- Other GoA departments/ministries to share and gather information and best practices
- Other division/unit staff to share information
- ATI Coordinator to provide research and advice for recommendations

EXTERNAL (outside the department):

- General Public to share information around ATI process/request

Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

PRACTICAL JOB KNOWLEDGE:

- Working knowledge of the Alberta ATI Act and Regulations and other access and privacy legislation; records management, privacy and security concepts and principles to requests
- Knowledge of records management requirements and security directives procedures
- Uses knowledge of the role to develop and deliver training sessions
- Knowledge of ATI resources including the Office of the Information and Privacy Commissioner's Orders, Investigation Reports, and Practice Notes; ATI Bulletins, ATI Guides, ATI Guidelines and Practices Manual, and legal opinions on ATI issues.
- Strong communication skills, both written and verbal, to provide information to appropriate parties
- Strong interpersonal skills to manage client expectations

THEORETICAL KNOWLEDGE:

- An understanding and broad application of significant knowledge of the Access to Information Act usually acquired through specialized on-the-job training and extensive experience
- Thorough knowledge of research methodologies and analytical capabilities
- Requires a strong understanding and interpretation of the ATI Act, regulations, guidelines, practices, and other available resources
- Requires general knowledge of the mandate, operations and legislation administered by Service Alberta, affiliated public bodies and delegated administrative organizations of which, each have their unique challenges and ATI related issues to address
- Firm knowledge of privacy and security principles and practices, including relevant legislation, legal precedents in Alberta and other jurisdictions is needed in this position in order to protect Ministry privacy interests
- An understanding of the complexity of issues, depth of legislative and privacy knowledge and wide variety of situations addressed in this job go beyond a particular piece of legislation and specific ministry

SKILLS AND ABILITIES

- Ability to reference, interpret, and apply policy, procedures, legislation, regulations, and case law effectively.
- Excellent verbal and written communication skills are required for all aspects of the position (clear, concise, informative, and logical communication).
- Strong human relations skills are required to interact with people at any level within or outside of the Ministry (diplomacy, political astuteness, conflict resolution, proactive problem-solving, negotiating, influencing, and sensitivity).
- Organizational and time management skills are required in order to meet legislative timelines for the processing of access requests.
- Ability to make complex decisions independently using innovation, creativity, and good judgement.
- Strong problem-solving and critical thinking skills.
- Ability to review large volumes of records paying attention to detail.
- Analytical skills.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature