

Public (when completed)

Common Government

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

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

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The policy analyst is part of the team responsible for developing and monitoring the Government of Alberta's privacy policy instruments. This work spans the full policy suite, from legislation to enterprise-level guidance on privacy.

Responsibilities

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

1. Support the development of government-wide privacy policy instruments (e.g., legislation, policies, directives, standards, and guidance) by:

- conducting research and analyzing trends to inform policy development;
- performing regular jurisdictional scans of government and non-government practices;
- contributing to and participating in projects; and
- reviewing and providing feedback on draft content to ensure alignment with best practices.

2. Provide writing, design, and editing support by:

- copy-editing team materials to ensure consistent language, formatting, and style;
- maintaining and ensuring access to the most current versions of policy instruments;
- developing presentations for a range of audiences (e.g., executives, government-wide, subject matter experts); and
- recommending new approaches to effectively communicate complex information.

3. Provide communications support by:

- assisting in the development of responses to internal and external stakeholder inquiries;
- liaising with subject matter experts to gather accurate information for communications;
- monitoring and responding to inquiries received through the privacy outreach mailbox;
- identifying opportunities to improve how communications reach and engage target audiences; and
- managing inquiries and responses in the appropriate systems or applications.

4. Build and maintain networks to inform policy development by:

- identifying and engaging subject matter experts on an ongoing basis;
- supporting the planning and delivery of consultations;
- documenting findings and follow-up items from consultations;
- assisting in developing recommendations based on consultation input; and
- supporting the maintenance of the Privacy Officer directory, including coordinating updates, additions, and removals.

Problem Solving

Typical problems solved:

The development, maintenance, and advancement of privacy policy instruments is complex due to the diverse nature of government and the broad range of data, information, and records used to deliver programs and services. This position supports the development and ongoing maintenance of policy instruments that enable a consistent and disciplined approach to privacy management across government.

Privacy is governed by multiple pieces of legislation that continue to evolve in response to changing business needs, emerging technologies, and rising citizen expectations. As a result, policy instruments must be regularly updated to remain aligned with these complex and shifting requirements. This role requires strong analytical, reasoning, writing, and communication skills. It also involves interpretive, evaluative, and developmental thinking, as well as the ability to understand increasingly complex relationships. Key areas requiring focused attention include:

- **Data use and information sharing:** Data and information collected or created by government are essential to program and service delivery. As technology and digital innovation advance, privacy practices must evolve to protect personal information while supporting transparency. There is also a growing need to enable appropriate and efficient information sharing across ministries, sectors, and agencies.

- **Public expectations and accountability:** Privacy is a priority for Albertans. There is a clear expectation that government will be accountable and transparent in how personal information is collected, used, and managed, supported by well-defined processes and governance.

This position requires a collaborative approach to achieving outcomes within the branch and division, across the ministry, and throughout government.

Types of guidance available for problem solving:

Internal:

- supervisors and managers;
- subject matter experts;
- peers; and
- in-person and online training opportunities.

External:

- subject matter experts and contacts in other jurisdictions;
- published literature and research;
- formal access to information and privacy networks and professional groups; and
- in-person and online training opportunities.

Direct or indirect impacts of decisions:

This position plays an assisting role in the development, enhancement, and maintenance of policy instruments, which may include legislation.

This position is responsible for collaborating with team members to ensure decisions made align with division direction, escalating to the appropriate individuals (e.g., Manager) when necessary.

Key Relationships

Major stakeholders and purpose of interactions:

- Program managers/directors and privacy specialists across government to gather information on issues and contributing factors, collaborate on potential solutions, and build consensus and support for new practices and strategies.
- Government of Alberta specialists working on privacy-related matters to deepen understanding of specific issues and explore alternative approaches and practices.
- Stakeholder groups to build consensus and support for new practices and strategies, and to communicate new policy instruments, standards, and expectations.
- Supervisor and Director to ensure recommended approaches align with strategic direction and overall vision.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Other		

If other, specify:

Policy, Privacy, Communications, Business, Information Management

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

This position requires:

- knowledge of privacy principles, practices, and information management technology;
- knowledge of and ability to apply relevant legislation, regulations, and policy frameworks governing privacy, including the *Protection of Privacy Act, Personal Information Protection Act, Government Organization Act, Financial Administration Act, Public Service Act, Government Accountability Act, and the Records Management Regulation*;
- knowledge of privacy concepts and practices, with the ability to apply them in diverse and evolving environments;
- strong written communication and presentation skills to clearly convey complex information to a range of audiences;
- critical thinking skills to assess how changes in one area may impact related business practices and environments;
- strong verbal communication and interpersonal skills to effectively engage and collaborate with stakeholders; and

- self-directed research skills to identify best practices through professional literature and to assess how other jurisdictions are addressing similar issues.

Education: Degree/diploma in a related discipline (Policy, Privacy, Communications, Business, Information Management) and two years related experience. Equivalences will be considered.



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		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>This position requires the analyst to identify emerging trends and opportunities that align with legislated requirements, as the shift to a digital government continues.</p> <p>The analyst also plays a supporting role in gathering feedback from consultations with subject matter experts for the development/enhancement of policy instruments.</p> <p>The analyst also voices opportunities for different methods, in collaboration with the team.</p>
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	<p>This position helps in developing recommendations for privacy policy instruments, which may include legislation.</p> <p>Change in direction and priorities occur frequently. This position must be able to redirect their focus and time quickly.</p>
Develop Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range 	<p>This position requires the analyst to identify, maintain and leverage networks, especially for consultation purposes.</p>

		of interested parties <ul style="list-style-type: none"> • Actively incorporates needs of a broader group • Influences others through communication techniques 	The analyst also plays an essential role in developing communication with a variety of networks for updates/opportunities with policy instruments.
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	The analyst assists in ensuring policy instruments and communications from the team are in the correct format, free of editorial mistakes, and consistent. The analyst also participates in working groups for the development/enhancement of policy instruments.