

New

Ministry

Mental Health and Addiction

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Senior Advisor, Privacy and Access to Information

Requested Class

Program Services 4

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

SOSS, SCS/Corporate Support

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Access and Privacy

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Under the guidance and direction of the Access and Privacy Manager, Corporate Services, the Senior Privacy Advisor, is a key member of the team supporting Mental Health and Addiction (MHA)'s performance of its Privacy Management Program, ensuring the Ministry's compliance with access and privacy legislation including the Health Information Act (HIA), Protection of Privacy Act (POPA) and the Access to Information Act (ATIA). Core to the role will be the following:

1. Preparing Privacy Impact Assessments for submission to the Office of the Information and Privacy Commissioner of Alberta.
2. Coordinating with program area staff to respond to access requests under the Access to Information Act (ATIA), in compliance with legislated timelines and in accordance with applicable legislation, policies and the framework of access and privacy legislation.
3. Coordinating the activities of the Department of Mental Health and Addiction (MHA) in response to any potential

risks to the privacy or security of confidential information.

4. Developing and delivering training sessions and other communication materials to promote awareness of Government of Alberta privacy legislation to departmental staff, and service provider organizations as required.

5. Providing policy analysis, interpretation and best practice guidelines both within the department and the external mental health and addiction system as appropriate, including guidance and support to department staff on records management.

This position exercises considerable interpersonal skills working with ministry staff, service provider organizations and department, government and external mental health and addiction sector contacts at all levels, to support policy compliance with privacy legislation.

Responsibilities

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

Privacy Management Program

-Provide department program areas with advice, guidance and recommendations informed by expertise and experience with applicable legislation, regulations, policies and procedures and best practices, to support the department's fulfillment of duties under privacy legislation.

-Develop, communicate and maintain policy and procedure guidelines and best practices with respect to privacy and security measures to protect privacy interests, including developing orientation and training materials and delivering sessions to all levels of department staff.

-Research and analyze the Commissioner's Orders and the Judicial interpretation of relevant statutes pertaining to the health information and public service sector to support the Mental Health and Addiction Access and Privacy Office developing informed advice and recommendations to support the department.

-Assess and analyze, in conjunction with department staff, alleged contraventions of privacy legislation, assess seriousness and likelihood of harm, and provide guidance in coordinating the Department's response.

-Liaise with the Office of the Information and Privacy Commissioner and participate in the Office's formal investigation and review process as needed.

Access to Information Requests

-Maintain an expert knowledge and understanding of Alberta's ATIA and HIA, and related guidelines and practices in order to apply the exemptions and exceptions to disclosure and the legislated process when processing requests for access under applicable legislation.

-Coordinate processing requests for access to records held by the Department, affiliated public bodies and delegated administrative organizations in compliance with the statutory requirements and objectives of the ATIA. This includes clarifying the request, consulting with department staff, and others where required, applying the ATIA, identifying issues and making recommendations to the delegated authority regarding disclosure.

-Process requests from and provide consultative services to Alberta Health ATI team regarding disclosure of records in the custody and control of MHA.

-Guide and monitor records management practices within MHA.

-Liaise with the Office of the Information and Privacy Commissioner and participate in the Office's formal investigation and review process as needed.

Privacy Impact Assessments and Compliance Assessments

-Coordinate and facilitate Privacy Impact Assessments for the collection, use and disclosure of health information or personal information, in collaboration with department staff, including professional writing of a high quality final

product for submission to the Office of the Information and Privacy Commissioner.

-Engage with program area staff to conduct internal privacy compliance reviews to validate the Ministry is collecting, using, disclosing, protecting, and retaining the integrity of information as required by applicable legislation.

-Maintain an up to date awareness and knowledge of emerging trends and information security risks present in the health information and public sector for recognition and mitigation of privacy and information security risks to information in the custody or control of the Ministry.

Problem Solving

Typical problems solved:

-Analyzing business processes involving the collection, use and disclosure of information and ensuring processes compliance with legislation is required.

-This position will need to work collaboratively with multidisciplinary staff from any business areas through receiving, clarifying and responding to questions from departmental staff regarding compliance with access and privacy legislation.

- This position will need to work with various teams and stakeholders internal and external to the department to ensure appropriate training and orientation to privacy legislation is completed and maintained, identify and respond to inquiries and issues, and support records management.

- Clear concise communication, through briefing notes, presentations, or verbal updates are necessary to share information and guidance, and respond to inquiries and issues.

Types of guidance available for problem solving:

- The position can seek guidance from the Manager, Director, Executive Director and other team members.

- The position may also seek clarification and interpretation of legislation from the ministries responsible for Alberta's privacy legislation (currently Alberta Health and Service Alberta and Red Tape Reduction).

- Health Legal Services is available for consultation.

- Office of the Information and Privacy Commissioner resources are available to assist the position.

Direct or indirect impacts of decisions:

The consequence of error resulting from a decision made in the processing of an access request or in providing advice may significantly affect the department's credibility and/or result in a breach of personal privacy that has significant implications for the individual whose information has been breached. Such outcomes will affect the way the public perceives the government and may result in a lawsuit.

Ensuring department staff have the training, tools and resources to support effective records management is essential to responding to Access to Information Act (ATIA) requests within legislated timelines.

Key Relationships

Major stakeholders and purpose of interactions:

MHA Executive Team - Briefings, recommendations, strategic direction, training

MHA Staff - leadership, information sharing, presentations, expertise, training, guidance with compliance

Other GOA ministries - see clarification and interpretation of legislation, access resources, support responses to inquiries and issues

Office of the Information and Privacy Commissioner - access resources, support investigations into breaches

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Public Administration

2nd Major/Minor if applicable

Designation

If other, specify:

Certification in information access and protection of privacy

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

Knowledge of the the provincial mental health and addiction sector.

In-depth knowledge of Alberta privacy legislation (POPA, ATIA and HIA in particular), records management systems.

Knowledge and/or experience with researching, analyzing, interpreting and applying legislation.

Ability to effectively facilitate and coordinate work groups, present information to groups, and monitor success.

Strong proficiency with Microsoft 365, particularly with SharePoint and Enterprise Content Management.

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		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>Leverages skills and knowledge of others. Has discretion and desire to support the work of others.</p> <p>Works to understand systems and processes by diverse teams, and works with teams to identify solutions.</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>Ability to anticipate, identify and analyze issues, and develop appropriate response options for decision makers.</p> <p>Works with teams to develop appropriate systems and processes.</p>
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>Produces high quality, professional materials. Strict timelines are adhered to and roles and responsibilities are clear.</p>
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p>	<p>Implementing a comprehensive privacy approach is achieved with the ability to interpret</p>

		<ul style="list-style-type: none">• Takes holistic long-term view of challenges and opportunities• Anticipates outcomes and potential impacts, seeks stakeholder perspectives• Works towards actions and plans aligned with APS values• Works with others to identify areas for collaboration	and understand the legislative context and broader privacy expectations of Albertans.
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