

Update

Ministry

Technology and Innovation

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Privacy Analyst

Current Class

Program Services 2

Job Focus

Operations/Program

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 Privacy Analyst (Analyst) reports to the Manager, Privacy Services. The Analyst supports Senior Privacy Advisors and Privacy Services in compliance with the legislated requirements of the *Protection of Privacy Act (POPA)*.

Supports the Senior Privacy Advisors in the management of privacy advice and requests under the POPA.

Job purpose:

- Prepares and provides supporting documentation and/or recommendations in accordance with the POPA and other relevant legislation for routine privacy advice questions and privacy breach investigations
- Assists the Senior Privacy Advisor and/or Manager, Privacy Services on complex privacy advice questions, privacy breach investigations and privacy risk assessments completed under POPA
- Supports the effective and efficient administration of privacy services within client ministries

Responsibilities

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

1. Supports Privacy Services in ensuring adherence to the protection of privacy and security provisions under the POPA associated with the collection, use and disclosure of personal information:
 - Prepares routine privacy files
 - Responds to general privacy complaints received and supports the investigation process
 - Provides information to the client ministry on Personal Information Banks and Schedule 1 Public Body listings
 - Assists the Senior Privacy Advisor and/or Manager on complex privacy advice questions, privacy breach investigations and privacy risk assessments completed under POPA
2. Analyzes and compiles relevant reference material for internal and external stakeholders concerning privacy legislation and research that supports the application of the POPA provisions:
 - Provides written and verbal summary analysis of legal advice, consultation advice, and program/business area advice to the Senior Privacy Advisors and/or Manager
 - Ensures documentation and Privacy Services decision-making records meet the GoA information and records management standards (Electronic and Hardcopy)
 - Prepares reporting and statistical analyzes of Privacy Services files
 - Understands the situation, question, and business context
3. Other related duties as assigned by management.

Problem Solving

Typical problems solved:

This position completes routine requests, which are not high profile or sensitive, under the direction of the Manager. It works within established GoA privacy policy and procedures that set the operating guidelines for requests. Guidance and support is available on a regular basis, and requests at this level are monitored.

Types of guidance available for problem solving:

Internal:

- Supervisors, Subject Matter Experts, Mentorship Program, Peers, in-person and on-line training.

External:

- Published literature, in-person and on-line training.

Direct or indirect impacts of decisions:

This position is accountable for enterprise wide privacy services. Decisions made by the analyst could impact the GoA's compliance with the POPA.

Key Relationships

Major stakeholders and purpose of interactions:

This position does not have direct reports.

INTERNAL (within the department):

- Employees from different levels of government, to share information and explain the requirements related to personal information under the POPA.

EXTERNAL (outside the department):

- Privacy community to share and exchange information.
- The general public to share information and explain the requirements related to personal information under POPA.

Required Education, Experience and Technical Competencies

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

If other, specify:

Policy, Access to Information, Privacy, Communications, Business, Information Management

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

PRACTICAL JOB KNOWLEDGE:

- Working knowledge of the POPA and Regulations and various other legislation(s) as it relates to collection, use, and disclosure of personal information
- Working knowledge of records management process for the GoA
- Applies judgement in providing and communicating information to appropriate parties
- Learns how to network and provide services to client ministry, applicant and the internal and external stakeholder expectations when conducting routine requests (networking and service delivery knowledge)

THEORETICAL KNOWLEDGE:

- Strong knowledge of research principles and techniques to analyze routine requests

SKILLS AND ABILITIES

- Ability to research and reference legislation and policy, procedures, regulations.
- Good verbal and written communication skills are required for all aspects of the position (clear, concise, informative, and logical communication) to interact with people within or outside of the client Ministry,
- Organizational and time management skills are required
- 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		
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>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 access to information and 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 of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>This position requires the analyst to identify, maintain and leverage networks, especially for consultation purposes.</p> <p>The analyst also plays an essential role in developing communication with a variety of networks for updates/opportunities with policy instruments.</p>
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <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 	<p>The analyst assists in ensuring policy instruments and communications from the team are in the correct format, free of editorial mistakes, and consistent.</p> <p>The analyst also participates in working groups for the development/enhancement of policy instruments.</p>

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)