Update

Ministry

Service Alberta and Red Tape Reduction

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Access Policy

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:

In November 2023, accountability for the Freedom of Information and Protection of Privacy
(FOIP) Act was split between SARTR and TI. TI was accountable for Part 2 of the Act, while SARTR was accountable for the remaining parts of the Act. TI maintained accountability for policy, training, and communications on behalf of SARTR.

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(FOIP) Act was split between SARTR and TI. TI was accountable for Part 2 of the Act, while SARTR was accountable for the remaining parts of the Act. TI maintained accountability for policy, training, and communications on behalf of SARTR.

On June 11, 2025, the FOIP Act was repealed and two pieces of legislation were proclaimed in its place: The Access

to Information Act, under the responsibility of SARTR and the Protection of Privacy Act, under the responsibility of TI. With the proclamation of the new legislation, all associated accountabilities will reside with each respective department.

The following responsibilities have been added to the Manager, Access Policy role (formerly Access and Privacy Manager with TI):
- overseeing annual reporting, access to information related inquiries to the help desk, managing the coordinator directory and mailing list.

Responsibilities Removed:

Responsibilities that fall under the the Protection of Privacy Act. Specifically, any responsibilities for researching, consulting, developing and maintaining policy instruments with regards to the collection, use, or disclose of personal information and the protection of personal information held by public bodies.

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director of Operations, the Manager leads the research, development, enhancement and maintenance of policy instruments pertaining to access to information for the Government of Alberta (GoA), local public bodies and organizations in Alberta guided by the Access to Information Act and Regulation. This position is essential, as all Alberta Public Service members and external stakeholders rely on the policy instruments developed by this team to conduct business activities and help inform decisions.

The work includes supervision and mentoring Policy Analysts; leading and monitoring project development and implementation, monitoring their progression in accordance with identified deliverables, outcomes, and timelines. Project management includes liaison with relevant department business units, other ministries, and stakeholders; project reporting; and, reviewing and moving documents through approval channels. The Manager works with their team, the branch, and internal and external stakeholders to foster a well-integrated process to produce legislation, policy, and strategy results.

The Manager builds strong working relationships and provides expert advice and support to Service Alberta and Red Tape Reduction executive leadership and other stakeholders and represents provincial perspectives on inter-provincial committees. Senior and executive ministry leaders rely on the analysis of issues and opportunities, and related recommendations developed by the Manager to support decision making.

This position plays a critical role in managing a team in identifying best practices for access to information held by public bodies. Within the branch, the Manager works closely with other units to align policy and legislation research with emerging directions and existing intelligence, and to transition formal strategies into implementation.

Responsibilities

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

This position is responsible for:

- Managing a team by providing leadership, coaching, and mentoring to support continual improvement and capacity development, creating an organizational culture that embraces innovation and best practices while effectively managing financial resources.

- Leading and providing direction on the enhancement, development and maintenance of policy instruments (e.g., legislation, policy, standards, directives, strategies, frameworks, and supporting guidance) pertaining to access to information. Specific legislation includes Alberta's Access to Information Act, (ATI Act) and associated regulation. This involves promoting a proactive approach to addressing policy and legislation questions and issues including liaising with other jurisdictions as needed to align efforts and leverage leading practices.

- Initiating and maintaining effective working relations and partnerships with various internal (e.g., Information Management Portfolio Directors, Senior Records Officers, Legal Services, etc.) and external (e.g., provincial jurisdictions, Alberta's Office of the Information and Privacy Commissioner, local public bodies, organizations and

legal counsel) stakeholders to develop policy instruments.

- Managing and conducting stakeholder consultations to determine stakeholder needs and inputs into provincial policies and strategies.

- Communicating and providing strategic options and comprehensive advice pertaining to policy instruments, and recommendations on issues, opportunities, and challenges related to access to information within the Government of Alberta.

- Overseeing responses to access to information related inquiries that come into the shared mailbox, management of the coordinator directory, annual reporting and mailing list.

- Supporting departments with guidance on the implementation of the Proactive Disclosure Policy, managing the continuous improvement of the GoA's access management framework, and associated policy instruments pertaining to access to information.

- Provides strategic leadership and oversight in researching and developing high-level materials, including briefings, key messages, draft policy, strategic documents, and reports. Collaborates with leadership to ensure timely, accurate responses to organizational priorities, communications requests, and legislative requirements from Alberta's Office of the Information and Privacy Commissioner. Drives the creation of content that supports executive decision-making, aligns with corporate objectives, and maintains compliance with applicable legislation and standards.

- Overseeing strategic projects ensuring they achieve their expected outcomes and effectively engaging relevant stakeholders. This includes ensuring rigor and appropriate process is applied to each stage (e.g., consultation, research); monitoring and evaluating options and recommendations; and monitoring the development of recommendations and documents (e.g., Cabinet Reports, drafting instructions), and reviewing deliverables as part of the formal approval channel; regularly monitoring and assessing project deliverables ad impacts against goals and developing and implementing mitigations strategies as needed.

- Problem solving using creative options and considering new ways to achieve outcomes and solutions.

Problem Solving

Typical problems solved:

The development, maintenance, and advancement of policy instruments is complex given the diverse nature of government and the extensive data and information used by public bodies to conduct business. The manager must coordinate the development and maintenance of policy instruments that are meant to guide a disciplined approach to access to information.

Access to information is subject to numerous pieces of legislation and contextual impacts (e.g., inter and intra provincial harmonization), which change frequently as business needs, technology, and citizen expectations are constantly evolving. Policy instruments must align with these complex, ever-changing requirements.

The challenges faced by this position require strong political acumen, analysis, reasoning, communication (written and verbal), judgment, and problem-solving skills. Significant interpretative, evaluative, and developmental thinking is required, along with the ability to understand complex relationships. This position must be able to facilitate decision-making processes involving stakeholders and senior executives. Some examples of where specific attention is required are:

> - Access to records (in compliance with applicable policy instruments) collected/created by and for the GoA is essential to support program and service delivery to Albertans. There is a need to increase the ease in which information is accessed between public bodies while protecting privacy. This would facilitate integrated programs and services, while reducing the amount of times Albertans have to relay their story to various public bodies to access programs and services.

> - Albertans expect a government that is accountable and transparent. Providing access to records that is deemed appropriate and of value to Albertans is a major component of meeting this expectation (e.g., Access to information requests, Open Data).

The Manager is relied upon to provide strategic and business advice related to information access. The Manager

provides leadership, direction, and analysis for ongoing operations, and must be thoroughly knowledgeable of national and global issues and trends.

This position models a highly collaborative approach when reaching decisions and achieving outcomes within the branch, division, department, and across the GoA.

Types of guidance available for problem solving:

Internal:

- Subject matter experts, mentorship program, supervisors, peers, in-person and on-line training.

External:

- Subject matter experts/contacts in other jurisdictions, published literature, formal access related groups, in-person and on-line training.

Direct or indirect impacts of decisions:

This position is directly accountable for:

- Coordinating the development, maintenance, and advancement of access to information policy instruments.

- Facilitating an integrated approach to managing the GoA's data and information impacted by rapidly changing technology, legislation, and public opinion regarding access to information.

- Communicating strategic direction to stakeholders, including, but not limited to:

• Information Management professionals;

• Access to Information professionals;

• Chief Information Officers; and

• Legal Services.

- Interpreting legal opinions and policy instruments is also a critical part of this position.

- Working in a collaborative manner with the director and department representatives, applicable ABCs, for the development, maintenance, and advancement of policy instruments.

- Consulting, recommending, and advising senior leadership on topics related to information access, and ATI access requests.

- Contributing, defining, and achieving strategic business goals of the department.

Key Relationships

Major stakeholders and purpose of interactions:

This position has regular and ongoing contact with:

- department data and access to information staff, Manager and Director, to identify opportunities to enhance/develop policy instruments, provide consultation, advice and recommendations, support the development of planning documents, and exchange information; and

- representatives external to the GoA (e.g., other Canadian jurisdictions) to leverage progress, collaborate on projects, and exchange information.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other	Other	Other

Please see education item below.

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

This position requires:

-Extensive knowledge of:

• the legislation (Acts and Regulations), programs, policies, practices, and precedents governing information access; *Government Organization Act*, *Access to Information Act*, the repealed *Freedom of Information and Protection* Act*, Financial Administration Act*, *Public Service Act*, Government *Accountability Act,* and the Records Management Regulation.

• knowledge of current and emerging issues within access to information context; and

• communications planning, web communications, writing, and editing.

-Knowledge of:

• performance management;

• federal access acts;

• project management methodologies, including planning, resources management, risk analysis, program controls, process monitoring, and reporting;

• engagement processes, techniques, and practices; and

• research methodology and analysis.

• approaches and methods for stakeholder engagement and consultation

- Experience in:

• effectively managing human and financial resources;

• team building skills with commitment to create, support, and sustain an environment to enable staff to achieve results and build organizational capacity for the future; and

• effective facilitation, negotiation, influencing, and conflict resolution skills.

- Education:
• related degree/certification (Information Access and Protection of Privacy, Library and Information Studies, Information Management, Business Administration, Communications, Political Science, Arts and Humanities, Policy, Law);
• three-five years progressively responsible experience in policy analysis, information access or other related field;
• demonstrated experience in leading strategic initiatives, directing complex projects or programs, regulation/ standards development and management; and
• minimum of two years of supervisory experience is required.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job

Systems Thinking	○ ○ ○ ◉ ○	Integrates broader context into planning: • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress	This position requires extensive knowledge of access to information trends and practices, both within the GoA and other jurisdictions. Identifying trends, understanding how they may or may not work within certain contexts, and establishing plans to develop policy around this understanding is critical. This position is also responsible for working with a variety of stakeholders to gather information for the development of policy instruments.
Agility	○ ○ ○ ◉ ○	Proactively incorporates change into processes: • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices	This position frequently makes recommendations for changes to legislation and policy instruments to assist in modernizing business processes. Changes to direction and priorities occur frequently. This position must be able to redirect resources quickly to meet time lines.
Build Collaborative Environments	○ ○ ○ ◉ ○	Involves a wide group of stakeholders when working on outcomes: • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes	This position requires extensive knowledge of various stakeholder groups within and outside of the organization, and how best to leverage their expertise. This position is also responsible for enabling team members to build and develop networks for the purpose of collaboration and information gathering. Alternate views exist on how best to approach access to information policy instruments and program enhancement. This position

| | | | Makes working with a wide range of parties an imperative:
• Creates impactful relationships with the right people
• Ensures needs of varying groups are represented
• Goes beyond to meet stakeholder needs
• Ensures all needs are heard and understood | must gather this feedback, assess feasibility, and enhance/develop applicable policy instruments while building and maintaining positive working relationships. |
| Develop Networks | ○ ○ ○ ◉ ○ | | | Developing policy instruments requires collaboration with a variety of stakeholders that bring a wealth of knowledge and experience to the table.

Stakeholders typically exist within the branch and division, but may also include individuals from other disciplines such as cybersecurity, information technology, Legal Services, etc. |

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

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

_____   _____   _____
ADM Name   Date yyyy-mm-dd   ADM Signature

_____   _____   _____
DM Name   Date yyyy-mm-dd   DM Signature