

Update

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 Senior Privacy Advisor reports to the Manager of Privacy Services. The Senior Privacy Advisor contributes to compliance with the legislated and policy requirements of the *Protection of Privacy Act* (POPA) and support delivery of privacy services to supported Government of Alberta departments, agencies, boards and commissions.

Job purpose:

- Manage a caseload of highly complex privacy files.
- Provides expert advice and direction to ministries and external stakeholders to ensure compliant collection, use, disclosure, security, and retention of personal information under POPA.
- Leads and supports privacy impact assessments, preliminary privacy assessments, and other privacy analyses in collaboration with program areas, Cybersecurity, and Information Management.
- Responds to privacy inquiries and incidents, including conducting breach investigations, working with ministries to remediate issues, and identifying lessons learned to prevent future breaches.
- Liaises with the Office of the Information and Privacy Commissioner on privacy matters.
- Delivers consistent, effective privacy services and provides mentorship and coaching to junior staff as required.

Responsibilities

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

1. Promotes the protection of privacy, security and confidentiality under POPA with respect to the collection, use and disclosure of personal information as follows:

- Collaborates and provides direction to ministry staff and external stakeholders concerning the proper collection, use, disclosure, security, and retention of personal information undertaken by the ministry so that security and confidentiality measures comply with POPA
- Assesses privacy risks in order to manage and mitigate risk to the client group
- Collaborates with Cybersecurity, Information Management, and ministry program staff on the completion of Privacy Impact Assessments (PIAs), preliminary privacy assessments, and other levels of privacy analysis for new programs, services, activities or applications
- Liaises with the Office of the Information and Privacy Commissioner (OIPC) on privacy related issues, interpretation and application of POPA
- Responds to privacy complaints received from the stakeholders, including participation in investigations, reviewing ministry's legislation and policy pertaining to the collection, use, and disclosure of personal information
- Responds to privacy breaches, liaises and negotiates with ministry staff to rectify any breaches, and makes recommendations providing lessons learned for training purposes to prevent privacy breaches in the future

2. Assists the Manager in the liaison and negotiation with the OIPC in response to reviews, investigations, inquiries, privacy breaches, and PIAs:

- Liaises with the OIPC and program areas to negotiate a resolution to complaints, that are acceptable by both the complainant and the Ministry
- Researches and analyzes legislation, policies, procedures, guidelines, and OIPC's rulings pertaining to the subject of the review, investigation, or inquiry
- In collaboration with the Manager, consults legal opinion about the application and interpretation of POPA when necessary
- Prepares or reviews drafts for written submission to the OIPC for matters set down for inquiry in collaboration with the Manager

3. Develops and supports the delivery of training sessions; other resource and communication materials to promote awareness and understanding of the POPA:

- Ensure public bodies are aware of their obligations under POPA through clear communication, training and guidance
- Facilitates/co-facilitates delivery of POPA training/information sessions as required

4. Other related duties as assigned by management.

Problem Solving

Typical problems solved:

This position needs to understand how its work connects with the work of others within the ministry, while also taking a broader view of how that work fits across the Government of Alberta (GoA). It is important to

ensure a consistent approach when providing advice to the Manager. The unit operates under significant scrutiny, with minimal tolerance for errors. POPA requirements frequently compete with other priorities and pressures within public bodies, creating challenging situations that demand innovative solutions to achieve compliance with POPA.

Types of guidance available for problem solving:

Internal:

- Supervisors and managers for direction and support.
- Subject Matter Experts (SMEs) for specialized knowledge and expertise.
- Mentorship programs for professional guidance and development.
- Collaboration with peers for shared insights and problem-solving.
- Access to in-person and online training resources for skill enhancement.

External:

- Published literature and resources for reference and research.
- Participation in in-person and online training programs for external expertise and best practices.

Direct or indirect impacts of decisions:

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

Key Relationships

Major stakeholders and purpose of interactions:

This position does not have direct reports, but may provide mentorship or guidance to other roles.

INTERNAL (within the department):

- Other division/unit staff to discuss requests and share information
- Manager to discuss privacy requests and provide recommendations for decisions

EXTERNAL (outside the department):

- Office of the Information and Privacy Commissioner to address complaints and respond to investigations and participate in reviews or inquiries
- Other GoA departments/ministries to seek and provide advice on privacy related matters
- Privacy community to share and exchange information
- The general public to share information and explain the requirements of POPA

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Public Administration

2nd Major/Minor if applicable

Other

Designation

If other, specify:

Political Science, Law, Arts

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

PRACTICAL JOB KNOWLEDGE:

- Applies in-depth knowledge of the Alberta POPA and associated regulations, publications and guidelines
- Applies in-depth knowledge of records management requirements and security directives procedures in relation to information technology of the GoA
- Familiarity with the operations and functions of program areas within supported public bodies
- Uses theoretical research principles and techniques to analyze complex requests
- Applies judgment in providing and communicating information to appropriate parties
- Knowledge of government and ministerial processes, policies and frameworks
- Manages client as well as internal and external stakeholder expectations when conducting complex requests

THEORETICAL KNOWLEDGE:

- Requires a thorough understanding and broad application of significant protection of privacy knowledge usually acquired through specialized on-the-job training and extensive experience
- Requires an in-depth knowledge and understanding of POPA, regulations, guidelines, practices, and other available

resources

- Requires a strong understanding of the mandate, operations and legislation administered by Technology and Innovation, affiliated public bodies and delegated administrative organizations of which, each have their unique challenges and POPA related issues to address
- Extensive 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 Government privacy interests
- An in-depth 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.
- 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).
- Ability to make complex decisions independently using innovation, creativity, and good judgment.
- Strong problem-solving and critical thinking skills.
- Strong organizational and prioritization skills, with the ability to manage a large caseload of complex files while meeting establish timelines and services standards
- 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 | | |
| 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> <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 | <p>- Familiarity with strategic government direction and key legislation and ability to anticipate outcomes and develop options for consideration.</p> <p>Understanding of how guidance may impact stakeholders and proactively addressing cross-impacts issues</p> <p>- Essential that all guidance/ recommendations relate back to client department’s expectations, project requirements etc. to obtain buy in and overcome obstacles that may exist.</p> |
| Build Collaborative Environments | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict | <p>Collaborates with various program areas on privacy assessments for new program, activities, services or applications</p> |

| | | | |
|--------------------------|--|--|--|
| | | <p>resolution</p> <ul style="list-style-type: none"> • Recognizes and appreciates others | |
| 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>Seek resolutions to help address complex privacy issues and seek input from diverse perspectives</p> |
| Agility | <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> | <p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan | <p>Changes to direction and priorities occur frequently. This position must be able to redirect their focus and time quickly to meet timelines</p> |