

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 ATI Advisor reports to the Access to Information (ATI) Coordinator. The Senior ATI Advisor contributes to Sector compliance with the legislated and policy requirements of the ATI Act.

Job purpose:

- Responds and/or provides recommendations on ATI requests, consultation requests, formal correction requests in accordance with ATI and other relevant legislation
- Delivers consistent, effective and efficient ATI services to the client ministry
- Provides mentorship and coaching as required to junior staff
- Assists the ATI Coordinator with OIPC matters

Responsibilities

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

1. Processes access to information requests (personal and general), responds to consultations from all levels of governments subject to access and privacy legislation and requests for correction of personal information, under the ATI Act:
 - Consults, clarifies, and negotiates with information requesters (i.e. media, public, special interest groups, elected officials, and businesses) regarding specific information requested and the legal, financial, and administrative issues related to processing a request
 - Consults with other public bodies, governments and with third parties on the release of records in which they have an interest
 - Evaluates third party responses and determines whether the evidence demonstrates a genuine and conceivable probability of harm from disclosure of records or unreasonable invasion of personal privacy from disclosure of records
 - Reviews records, in consultation with program area staff knowledgeable about the content and context of the subject, to determine whether an exception in the ATI Act applies and to identify sensitivities, the disclosure of which could have issues management implications for the Ministry
 - Researches and analyzes legislation, policies, procedures, and the Privacy Commissioner's rulings related to the application of exceptions and exemptions to disclosure
 - Recommends the application of exceptions and exemptions to disclosure under the ATI Act to delegated decision makers (ATI Coordinator and or ADM, as provided under section 85 of the Act)
2. Assists the ATI Coordinator in the liaison and negotiation with the Office of the Information and Privacy Commissioner (OIPC) in response to reviews, investigations, and inquiries:
 - Provides the OIPC with access to relevant records and decisions regarding Ministry responses to ATI requests under review
 - Liaises with the OIPC and program areas to negotiate a resolution to the complaint that will be acceptable by both the applicant and the Ministry
 - Researches and analyzes legislation, policies, procedures, guidelines, and Information and Privacy Commissioner's rulings pertaining to the subject of the review, investigation, or inquiry
 - Consults legal opinion about the application and interpretation of the ATI Act when necessary
 - Prepares or reviews drafts for written submission to the Information and Privacy Commissioner for matters set down for inquiry in collaboration with the ATI Coordinator
3. Develops and supports the delivery of training sessions; other resource and communication materials to promote awareness and understanding of the ATI act:
 - Prepares and distributes ATI training material as required
 - Co-facilitates the delivery of ATI Information sessions
4. Other related duties as assigned by management.

Problem Solving

Typical problems solved:

This position must understand how their work interrelates with that of those in the ministry, but also looking at the work with a broader lens to see how the work will interrelates across the broader GoA, and ensuring that there is a consistent approach when providing advice to the ATI Coordinator. Problems and issues are typically known, the solutions are unknown but there is considerable latitude to work within a broadly defined environment having objectives and principles as guides.

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

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
- ATI Coordinator to discuss ATI requests and provide recommendations for decisions

EXTERNAL (outside the department):

- Information and Privacy Commissioner Office consult on requests and share information
- Other GoA departments/ministries to share and gather information and best practices
- General Public/Elected Officials/Public Interest Groups/Media to share information; consult on ATI requests, advise/notify that information is being disclosed

Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

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

PRACTICAL JOB KNOWLEDGE:

- Applies in-depth knowledge of the Alberta ATI Act and Regulations and other access and privacy legislation; records management, privacy and security concepts and principles to complex requests
- Applies in-depth knowledge of records management requirements and security directives procedures in relation to information technology of the GOA
- Knowledge of ATI resources including Information and Privacy Commissioner's Orders, Investigation Reports, and Practice Notes; ATI Bulletins, ATI Guides, ATI Guidelines and Practices Manual, and legal opinions on ATI issues
- Uses expert knowledge of the role to develop and deliver training sessions
- Uses theoretical research principles and techniques to analyze complex requests
- Applies judgement in providing and communicating information to appropriate parties
- 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 knowledge of the Access to Information Act usually acquired through specialized on-the-job training and extensive experience
- Requires an in-depth knowledge and understanding of the ATI Act, regulations, guidelines, practices, and other available resources
- Requires a strong understanding of the mandate, operations and legislation administered by Service Alberta, affiliated public bodies and delegated administrative organizations of which, each have their unique challenges and ATI 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 Ministry 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 (clear, concise, informative, and logical communication).
- Strong human relations skills are required to interact with people at any level within or outside of the Ministry (diplomacy,

