



Supervisor, Information Access

DEFINITION

This is a supervisory, professional, independent, level of work related to the assessment and response to access to information requests by Corporate Access and Privacy Analysts and Senior Corporate Access and Privacy Analysts. The work involves the application of a depth and breadth of knowledge acquired through specific education and work experience.

This is a supervisory classification which includes directing, coordinating and reviewing the work of Corporate Access and Privacy Analysts and Senior Corporate Access and Privacy Analysts. This classification oversees files that are in mediation with the Office of the Information and Privacy Commissioner (OIPC), consults with the Law Branch when required, and mentors Corporate Access and Privacy Analysts and Senior Corporate Access and Privacy Analysts in the drafting of correspondence supporting the rationale of exceptions.

This classification is responsible for supporting the City's access to information program. This classification ensures programs and services are designed in compliance with access legislation and principles.

Decisions by the Supervisor, Information Access, are rendered using a thorough understanding of legislation, orders by the OIPC, case law, policy, and best practices. These decisions are made pursuant to the City's FOIP Delegation Order and cannot be overridden by the City's Executive Leadership Team, Law Branch, or other senior leaders within the City.

The Supervisor, Information Access classification ensures the strategic management of access to information files including maintaining compliance with the *Freedom of Information and Protection of Privacy (FOIP) Act*, the resolution and mediation of files under review by OIPC.

This classification differs from the Senior Corporate Access and Privacy Analyst role by the supervision this classification exercises over subordinate positions, the complexity of the work assignments, the level of independence exercised and the elevated level of contacts. There is not an automatic progression within the Corporate Access and Privacy Analyst classification series.



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TYPICAL DUTIES *

Co-ordinates and reviews the work and activities of the Corporate Access and Privacy Analysts and Senior Corporate Access and Privacy Analysts, determines the level of complexity, sensitivity and visibility in order to assign each access to information and privacy request to the appropriate subordinate.

Consults directly with the Manager, Corporate Access and Privacy to determine if exceptions can be applied to FOIP access requests.

Reviews correspondence from the OIPC and determines work assignments based on the complexity of the request and in accordance with the City's FOIP Delegation Order.

Mentors Corporate Access and Privacy Analysts and Senior Corporate Access and Privacy Analysts in their drafting of correspondence supporting rationale for the initial application of mandatory and discretionary exceptions of the Act.

Implements decisions and orders by the OIPC related to mediation and inquiries. Reviews and analyzes recent OIPC orders and decisions; providing training to Corporate Access and Privacy Analysts and Senior Corporate Access and Privacy Analysts on how to apply the Act consistent with the OIPC's interpretation of exceptions.

Contributes to briefing content which includes the research of applicable case law and legislative provisions.

Provides training to elevated management levels.

Responds to questions from City staff regarding access to information.

KNOWLEDGE, ABILITIES AND SKILLS

Demonstrated expert knowledge of the FOIP Act, interpretations issued by the OIPC, and analysis of current events, trends and issues.

Demonstrated experience processing access to information requests under Alberta's FOIP Act or equivalent legislation.

Demonstrated ability to communicate verbally and in writing with preciseness and accuracy.



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Demonstrated ability to use tact and diplomacy to ensure rules and regulations are appropriately followed and knowledge to apply firmness, impartiality and good judgement.

Demonstrated adaptability to manage changing priorities, complex information and issues in a timely manner.

Demonstrated ability to work as a part of a team, both in a leadership and support role.

Demonstrated ability to critically analyze issues to make decisions, recommend viable and effective solutions and summarize and manage information.

Demonstrated customer service skills and the ability to work with a diverse range of people in a helpful and positive manner.

Demonstrated research and problem solving skills to gather required information, make decisions and develop recommendations.

Demonstrated ability to handle and manage sensitive and confidential information.

Demonstrated ability to meet and deal effectively with citizens, media, third parties and other internal and external stakeholders.

Demonstrated ability to build relationships with City employees at all levels throughout the organization.

Demonstrated ability to effectively interpret and apply the concepts, principles and behaviours consistent with leading, motivating and encouraging staff.

Demonstrated presentation and writing skills.

Demonstrated consulting and conflict resolution skills including ability to handle and address controversial situations.

Demonstrated ability to represent the City of Edmonton in a professional, honest, respectful and safe manner.



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TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

University Degree in Information Studies, Public Policy, Archives Studies, Library Studies, Political Studies or a relevant discipline is required.

Information Access and Protection of Privacy (IAPP) certificate or equivalent from the University of Alberta, a recognized post secondary institution or a recognized professional association is required.

Minimum of five (5) years of directly related, progressively responsible experience working in the research, analysis, interpretation and application of access and privacy legislation is required.

Some demonstrated supervisory experience is required.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	3402		3407	
Grade	030		032	
Originated:	2019-12			
Last Updated:				
Previous Updates:				