



ROLE DESCRIPTION

JOB TITLE: PRIVACY ADVISOR

DIVISION: LEGISLATIVE SERVICES

DEPARTMENT: CITY MANAGER'S OFFICE **SCHEDULE:** EXEMPT

JOB SUMMARY:

Working as part of the Legislative Services team, the incumbent assists the Supervisor, Privacy and Records with developing, implementing and monitoring the Privacy Management Program for the City of Prince George (the "City"). Under the supervision of the Supervisor, Privacy and Records, the incumbent processes responses to access to information requests under the *Freedom of Information and Protection of Privacy Act* ("FIPPA"). The incumbent also provides support with coordinating corporate procedures, training and reference materials for the Privacy Management Program.

This role is assigned tasks to support the Chief Election Officer and Deputy Chief Election Officer with organizing and facilitating general local elections and referendums.

The incumbent provides confidential administrative support to the City Manager and Manager of Legislative Services in the absence of the Supervisor, Privacy and Records.

Through the course of his/her duties, the incumbent will be privy to highly confidential matters and transactions and must adhere to the highest standards of discretion and professionalism.

ORGANIZATION STRUCTURE:

The Privacy Advisor reports to the Supervisor, Privacy and Records.

NATURE AND SCOPE:

The Privacy Advisor provides support in the effective management of the City's Privacy Management Program. The incumbent assists with the development and implementation of related policies and procedures and engages all City employees through education and training. The incumbent ensures that the City upholds compliance with its Freedom of Information Bylaw, Privacy Management Program, related legislation and established procedures.

Under the supervision of the Supervisor, Records and Privacy the incumbent processes the City's response to requests made under FIPPA. He/she prepares documents related to FIPPA issues, including sensitive disclosure requests, and ensures that the City conforms to related provincial legislation and established standards and procedures. The incumbent assists with the development and implementation of FIPPA related corporate procedures, training and reference materials and is responsible for updating and maintaining the City's internal and external FIPPA websites. Working with

the Supervisor, Privacy and Records, the incumbent records Articulate training videos and assists in developing a mandatory FIPPA training program for the organization.

The Privacy Advisor will assist in conducting a privacy audit and self-assessment, as well as a CCTV systems audit for the City. The incumbent will be instrumental in educating staff on the requirements, documentation, procedures and processes relating to conducting privacy impact assessments, CCTV applications and privacy breaches.

The Privacy Advisor will assist the Supervisor, Records and Privacy in a review and audit of the City's blueback filing system and will assist in the preparation and monitoring of a procedure and process for the City's blue back filing system.

In the absence of the Supervisor, Privacy and Records, the incumbent provides a broad range of confidential administrative support to the City Manager and Manager of Legislative Services and works on a variety of projects as required.

The incumbent coordinates responses to access requests made under FIPPA. He/ she corresponds with staff and applicants to ensure records requests are complete and prepares or reviews the documentation related to FIPPA issues. The incumbent will use their utmost discretion when reviewing and disclosing records, especially those of a highly sensitive nature. The incumbent ensures that confidentiality and strict deadlines in relation to provincial legislation and established standards are followed.

The incumbent works closely with the Chief Election Officer and Deputy Chief Election Officer during municipal elections and referendums to assist with various tasks and duties as required. This role interacts with the Records and Information Clerk and the Records Clerk on a regular basis and may be required to assist with backing up either or both positions if the workload dictates.

Through the course of his/her duties, the incumbent is privy to highly confidential matters and transactions and must adhere to the highest standards of discretion, confidentiality and professionalism.

CONTACTS:

The incumbent regularly interacts with management, employees, elected officials, solicitors, representatives of outside agencies, and the general public, in conjunction with the supervisor.

QUALIFICATIONS:

The successful candidate will hold a Grade 12 diploma and a Privacy Management Certificate or a combination of privacy training and at least two years' experience interpreting the *Freedom of Information and Protection of Privacy Act* (BC). The successful candidate will have a minimum of one year of experience redacting information from records in accordance with the exceptions set out in FIPPA, researching and reviewing information and privacy law, have proficient attention to detail and experience working with highly sensitive and confidential information. A minimum of five years of progressive experience in an administrative environment including maintaining calendars, preparing and receiving correspondence, and making travel arrangements is required. A working knowledge of a political environment is an asset. Experience in records management principles and practices, local government elections, budgeting, purchasing card and time entry are considered assets.

Critical attributes include:

- Knowledge of the *Freedom of Information and Protection of Privacy Act* (BC).
- Interest and initiative to undertake training, as it relates to the position.
- Discretion in handling confidential matters with tact and diplomacy.
- The ability to openly and respectfully communicate in a way that promotes understanding in both verbal and written form.
- Working knowledge of records management including records life cycles, records retention and destruction schedules.
- The ability to draft, read, edit and proofread a wide variety of documents with attention to accuracy and detail.
- The ability to perform research.
- Demonstrated initiative and the ability to function in an independent manner.
- Demonstrated ability to work in a positive team environment.
- The ability to handle multiple tasks and a demanding workload, and effectively meet deadlines.
- Strong organizational and project management skills.
- Excellent presentation and instruction skills.
- Flexible and adaptable to the changing needs of this position.
- Exceptional interpersonal skills.
- Positive outlook and approach.
- Strong customer service orientation.
- Professional decorum.
- Resourceful and able to find ways to perform responsibilities better and to improve processes.
- Considerable expertise with Microsoft computer programs including Word, Outlook, and PowerPoint.
- Knowledge of the Local Government Management Association file plan and retention schedule and ability to adapt to the City's naming convention standards.
- Ability to save and perform records searches in eDocs.
- The ability to enter data with speed and accuracy with a typing speed of at least 50 wpm.

Prepared by: Connelly/Switzer/Babicz

Date prepared: May 2022