

EDMONTON

Corporate FOIP Analyst Job Number: 15124

Does working with access and privacy legislation interest you? Do you have knowledge and understanding of privacy principles? Are you competent in implementing and maintaining FOIP? If yes, we want to hear from you. You may be the perfect candidate for this role.

As a FOIP Analyst, you will be instrumental in day-to-day implementation and maintenance of Freedom of Information and Protection of Privacy Act (FOIP). The FOIP Act aims to strike a balance between the public's right to know and the individual's right to privacy with regard to records held by the City.

Few key functions of this role that you effectively perform are:

- Providing advice and guidance to departments and departmental FOIP Coordinators regarding the interpretation of the Freedom of Information and Protection of Privacy Act (FOIP)
- Assisting in the development of policies and procedures for the administration of FOIP
- Assisting with the coordination and preparation of cross-departmental FOIP requests;
- Providing training sessions for FOIP Coordinators, City Departments and Branches
- Providing assistance to the public with understanding and accessing information under FOIP
- Promoting openness and compliance with the spirit and provisions of the legislation and providing FOIP orientation sessions to new employees
- Conducting Privacy Impact Assessments (PIA) within the City and assist with and review City of Edmonton Privacy Impact Assessments
- Ensuring all City of Edmonton administrative policies and procedure are complied with the FOIP requirements

Qualifications:

- University graduation in Arts, Education, Public Administration or a related area
- Completion of a certificate program relating to Access and Privacy legislation (IAPP) is an asset
- A minimum of 2 years FOIP related work experience
- Comprehensive knowledge of the FOIP Act and Regulations
- General knowledge of records management requirements and procedures
- Strong research, analysis and report writing skills
- Ability to review large volumes of records with an attention to detail and accuracy
- Excellent interpersonal and communication skills; ability to deal with people at all levels formally, informally and in a classroom/learning environment
- Strong organizational and time management skills for meeting legislative standards and timelines

Hours of Work: 33.75 hours per week, Monday - Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program.

Salary Range: 21M, Salary Grade: 022, \$34.038 - \$42.526 (Hourly); \$59,966.45 - \$74,920.18 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton.

General:

- Applicants may be tested
- CSU 52 members are asked to send a copy of their application to the union office
- The City of Edmonton thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted
- We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals

The Province of Alberta is a party to the federal Agreement on Internal Trade, the Trade, Investment and Labour Mobility Agreement with British Columbia, and the New West Partnership with British Columbia and Saskatchewan. All of these agreements promote labour mobility between the provinces. Applicants may obtain information regarding recognition of extra provincial credentials at <http://www.newwestpartnershiptrade.ca/>.

Recruitment Consultant: IA/MG

Classification Title: Methods Analyst I

Posting Date: November 28, 2013

Closing Date - 11:00 p.m. MST on: December 13, 2013

Number of Openings (up to): 1 - Permanent Full-time

Union: CSU 52

Department: Corporate Records & Information Services (Corporate Services)

Work Location(s): City Hall, 3rd Floor, 1 Sir Winston Churchill Square Edmonton T5J 2R7



Want to apply? Need more details? Visit www.edmonton.ca/careers

Use our easy online system to complete all application requirements immediately and efficiently.

Applicants applying by fax (780)496-8063 or by mail/drop-off at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB T5J 2R7, will be forwarded necessary application documents.