

RDCO Job Description



Position Title: Information & Privacy Analyst

Division: Corporate Services

Reports To: Corporate Officer

Date: January 19, 2023

Job Purpose/Summary:

The Information & Privacy Analyst supports the growth of a strategic Information Governance framework through the establishment, implementation and maintenance of effective and efficient information management and privacy programs. Under the direction of the Corporate Officer, this position will support the development of programs with related policies, procedures, and security controls to guide organizational compliance, support business outcomes, and manage risks.

Principal Accountabilities:

1. Supports, implements, and maintains organization wide information management programs related to records, information, and privacy:
 - Drafts information and privacy programs based on organizational priorities and risk.
 - Establishes organizational information structures, policies, and procedures to meet legislative and organizational requirements.
 - Establishes mechanisms and assessment tools to monitor compliance and review program effectiveness.
 - Leads annual archiving and disposition of all confidential and public records.
 - Develops resources, educates, and influences on the business value of managing information.
2. Develops and maintains a vital records inventory and disaster recovery plan for both physical and electronic records.
3. Works with Information Services in analyzing, drafting, and monitoring information strategies, plans and tools needed to meet risk related regulatory requirements and applicable laws:
 - Advises on the establishment of security controls for electronic information based on privacy and confidentiality legislation.
 - Advises on and implements information systems and structures that mitigate risk, protect personal information, and support business outcomes.
4. Drafts standard operating procedures and administers electronic master indices for appropriate access to corporate bylaws and confidential agreements.
5. Prepares privacy impact assessments and information sharing agreements under the *Freedom of Information and Protection of Privacy Act* and other relevant legislation:
 - Collaborates with FOI Coordinator to develop privacy policies and procedures.
 - Drafts privacy breach protocols, investigates and coordinates response and reporting.
 - Reviews information for personal information and confidentiality breaches.
6. Other duties as assigned.

Reporting Relationships:

Budget:

Knowledge, Skills & Experience

Training and Experience Required:

- Diploma in FOI/Privacy, Information (Records) Management or an equivalent combination of education, training, and experience.
- A minimum of 3 years' experience working in a privacy, records and information management environment.
- Experience with information governance and management programs that include systems and processes to handle the creation and use of information.
- Experience with access to information and privacy legislation, including programs related to the management of personal information.
- Valid BC Driver's Licence

Knowledge, Skills and Abilities Required:

- Considerable knowledge of local government records classification systems and related principles and procedures.
- Excellent organizational, time management and prioritization skills.
- Ability to analyze processes and systems and provide effective and efficient solutions.
- Advanced level of technical proficiency with Microsoft Office, Excel spreadsheets and database software.
- Ability to work with accuracy and attention to detail.
- Ability to establish high functioning and effective business relationships.
- Excellent oral and written communication skills.
- Ability to perform all duties under minimal supervision.

Working Conditions:

- **Physical Effort:** keyboarding (often); lift and carry heavy materials (occasional).
- **Physical Environment:** Office; exposure to dust and mildew from archival materials and records (rare).
- **Mental Stress:** long periods of intense concentration while reviewing documentation (often); meet constant legislated timelines (often).
- **Sensory Attention:** focus on a variety of source data and computer for short periods (often).