



IDENTIFICATION

Department	Position Title	
Health and Social Services	ATIPP and Health Privacy Officer	
Position Number(s)	Community	Division/Region(s)
49-10263	Yellowknife	Information Services

PURPOSE OF THE POSITION

In accordance with GNWT legislation, policies and procedures, the ATIPP and Health Privacy Officer plans and designs, implements and improves the efficient and cost effective management and control of the Department's records in all forms in order to ensure that information is properly stored and readily retrievable. The ATIPP and Health Privacy Officer is responsible for monitoring and controlling the Access to Information and Protection of Privacy (ATIPP) program in accordance with the ATIPP Act. The ATIPP and Health Privacy Officer is also responsible for leading on and coordinating Health Information Act (HIA) access requests received by the Department. This position facilitates records retrieval, storage and disposition with the Department of Infrastructure.

SCOPE

Reporting to the Chief Health Privacy Officer, the ATIPP and Health Privacy Officer monitors procedures for the administration of the ATIPP Act, including the tracking of requests, statistical reporting and ensuring adherence to legislative requirements such as timely responses to ATIPP requests. When responding to ATIPP requests, the incumbent is accountable for ensuring that timely and politically sensitive responses are prepared according to information and privacy legislation.

The ATIPP and Health Privacy Officer monitors procedures for the administration of the HIA, including the tracking of access requests, statistical reporting and ensuring adherence to legislative requirements such as timely responses to HIA access requests. When responding to HIA access requests, the incumbent is accountable for ensuring that timely and sensitive confidential responses are prepared according to the HIA. The ATIPP and Health Privacy Officer is also responsible for providing advice to the other HIA access

request coordinators in the NWT, both private and public, to promote compliance with the HIA. The ATIPP and Health Privacy Officer also contributes to the annual Government Response to the Standing Committee on Government Operations (SCOGO) Report on the annual Information and Privacy Commissioner HIA Report.

The ATIPP and Health Privacy Officer is a pivotal position that provides leadership in the development in the area of records management, including promotion of records policies, guidelines and procedures across the Department and the Health and Social Services Authorities (HSSAs). The incumbent is accountable for working with HSSA records coordinators to ensure that consistent, effective records management practices are maintained in the HSSAs. Travel to regional centres to assist with records management implementation may be required.

This position requires extensive consultation and clear and frequent communication with all departmental staff who may have conflicting priorities; the incumbent will be required to deal with all types of people, including senior management, occasionally under difficult circumstances, so tact, patience and diplomacy are required. Implementation of a records system is a difficult and labour intensive process and the incumbent must be able to manage multiple projects and be able to prioritize activities, often on a daily basis.

RESPONSIBILITIES

1. Lead on and coordinate all Department ATIPP requests. Assist other divisions and program areas with respect to ATIPP Act matters such as evaluating policies and agreements.

- Analyze and evaluate the implications and advisability of possible options for dealing with ATIPP requests, advising Senior Management of these options and recommending a course of action;
- Analyze and evaluate the sensitivity of ATIPP requests, alerting appropriate senior staff and working with them to develop and implement necessary response;
- Exercise discretion in discussing with the requestor, including media applicants, over the legal, financial and administrative issues related to the request;
- Supervise the processing of the request from receipt to disclosure of records, remaining current as to status and deadlines;
- Direct program area staff in identifying and determining the location of the requested records and arrange for the retrieval of the records;
- Research and analyze the relevant data to determine whether fees may be charged and calculating the appropriate fee estimate;
- Analyze documents for the purpose of applying the exceptions to disclosure in the ATIPP Act;
- Research and draft briefing documents and correspondence related to ATIPP requests for the Minister, Deputy Minister, Chief Health Privacy Officer, and other Senior Management;
- Evaluate protocol agreements, information sharing agreements, research agreements, contracts, and privacy impact assessments drafted by divisions within

- the Department to ensure compliance with the ATIPP Act and make related recommendations to the Chief Health Privacy Officer and Senior Management; and
- Conduct research and supervision on the collection of data in support of the public government privacy framework.

2. Lead on and coordinate all HIA access requests received by the Department. Provide advice to the other HIA access request coordinators in the NWT, both private and public, to promote compliance with the HIA.

- Acts as a "designated contact person" carrying out the duties set out under section 12 of the HIA;
- Analyzes and evaluates the implications and advisability of possible options for dealing with HIA access requests by patients/clients, advising Senior Management of these options and recommending a course of action;
- Analyzes and evaluates the sensitivity of HIA access requests by patients/clients, alerting appropriate senior staff and working with them to develop and implement necessary response;
- Analyzes and evaluates implications and the sensitivity of HIA access to information requests from researchers and third parties. Advises possible options and ensure compliance with the HIA. Alerts appropriate senior staff and works with them to develop and implement a necessary response, including possible research and information sharing agreements;
- Exercises discretion in discussing with the requestor, over the legal, financial and administrative issues related to the request;
- Supervises the processing of the request from receipt to disclosure of records, remaining current as to status and deadlines;
- Directs program area staff in identifying and determining the location of the requested records and arrange for the retrieval of the records;
- Researches and analyzes the relevant data to determine whether fees may be charged and calculates the appropriate fee estimate;
- Analyzes documents for the purpose of applying the exceptions to disclosure in the HIA;
- Researches and drafts briefing documents and correspondence related to HIA access requests for the Minister, Deputy Minister, Chief Health Privacy Officer, and other Senior Management;
- Evaluates protocol agreements, information management agreements, information sharing agreements, research agreements, service contracts, and privacy impact assessments drafted by divisions within the Department to ensure compliance with the HIA and make related recommendations to the Chief Health Privacy Officer and Senior Management;
- Assists in the development of privacy impact assessments for Departmental and Territorial initiatives;
- Conducts research and supervision on the collection of data in support of the NWT health privacy framework;
- Applies problem-solving skills and is accountable for research put forward;

- Develops effective working relations and rapport with key people in each of the Division sections of the Department and in the HSSAs, as well as with private HIA access request coordinators, using a consultative, collaborative approach; and
 - Contributes to the Government Response to the SCOGO Report on the annual Information and Privacy Commissioners HIA Report.
- 3. Responsible for the planning, development and implementation of an efficient, cost effective records management system compliant with the GNWT legislation and policies in order to enhance Departmental and HSSAs' productivity and provide timely access to the required information.**
- Develops and implements policies and schedules for the management of paper and electronic records including the retention, destruction, and archival storage requirements; works in conjunction with the information systems unit in the development and implementation of this program;
 - Establishes procedures to identify, maintain and preserve information and vital records needed to protect the interests of the Department, Government and their clients as required by federal and territorial legislation;
 - Develops guidelines and implements procedures for the proper identification and handling of inactive records including creation of records disposition schedules;
 - Develops, implements, and maintains Department-wide records keeping and standards;
 - Acts as the Departmental lead for the implementation and ongoing training of Government-wide electronic document management systems;
 - Acts as primary point of contact for Deputy Minister, Senior Managers, Departmental managers, HSSAs and other departments on records management issues;
 - Researches records management topics as they affect the Department and the HSSAs;
 - Takes a lead role in ensuring that Departmental staff and managers become stronger and more effective and efficient by developing and providing in-service training on records management;
 - Supports and responds to records issues in a timely manner by developing effective working relations and rapport with key people in each of the Division sections of the Department and HSSAs and using a consultative approach;
 - Sits as a member of the Interdepartmental Records Coordinators Committee; and
 - Works with HSSA records coordinators to ensure that consistent, effective records processes are in place in the HSSAs.

4. Maintains appropriate storage and retrieval systems within the Department and the HSSAs by:

- Ensuring that records for storage are properly identified and boxed, and that accurate transfer forms are prepared;
- Facilitating records for retrieval from the Government Warehouse, and maintaining an up to date list of all department records stored at the Warehouse;
- Ensuring that systems are in place to identify and manage the long term preservation and retrieval of vital records;
- Providing, as necessary, training sessions to Department and HSSA staff on the management, retrieval and transfer of records; and
- Working with the Department of Infrastructure to ensure the proper transfer, storage and destruction of Departmental and HSSA records.

WORKING CONDITIONS

Physical Demands

There is occasional physical effort required for this position. Lifting of heavy boxes may be occasionally required. As well, the incumbent may be expected to work sorting through boxes in dirty or otherwise difficult conditions.

Environmental Conditions

The Records Coordinator is provided with an appropriate workspace. The physical environment generally meets standards for public service workstations.

Sensory Demands

The incumbent concentrates on the review data and information, within the bounds of normal office practices.

Mental Demands

The incumbent occasionally manages conflicting demands and priorities. The incumbent is also occasionally privy to confidential personal information and manages the requirement to maintain confidentiality.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of records management systems
- Knowledge of electronic information systems
- Knowledge of principles and techniques of retention and disposition scheduling
- Broad understanding of all aspects of the operations of the Department
- Ability to communicate effectively in writing and verbally to a variety of audiences with varying levels of background, knowledge and education

- Ability to deal tactfully with all types of people in occasionally stressful situations
- Ability to analyze issues and suggest appropriate means of action
- Ability to interpret legislation and suggest appropriate means of action

Typically, the above qualifications would be attained by:

These skills are usually acquired through a university degree and 2-3 years of hands on records management in a government or corporate setting.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Aboriginal language: To choose a language, click here.

- Required
- Preferred