



IDENTIFICATION

| Department | Position Title | |
|--------------------|---------------------------------|---------------------|
| Justice | Records and ATIPP Administrator | |
| Position Number(s) | Community(s) | Division/Region(s) |
| 82-13952 | Yellowknife | Policy and Planning |

PURPOSE OF THE POSITION

The position manages the administrative functions of the GNWT Access and Privacy Office, which oversees the GNWT-wide corporate functions relating to access and privacy policy, development and implementation and legislative analysis and development. The position is also responsible for the records management functions of the Department of Justice.

SCOPE

Located in Yellowknife and reporting to the Manager, GNWT Access and Privacy Office, the Records and ATIPP Administrator is responsible for establishing and implementing a departmental wide records management system that is consistent with the GNWT wide and departmental specific Records Classification Systems (ARCS and ORCS) and implementing the new Document Imaging Information System (DIIMS) within the Department. This new system will ensure that records, both electronic and paper, held in the custody of the Department of Justice are managed in consistency with the NWT Archives Act and any other relevant legislation.

The position is also responsible for assisting with the GNWT wide functions of the GNWT Access and Privacy Office in the development policy and training for GNWT employees and public bodies subject to the *Access to Information and Protection of Privacy Act*. The position requires the incumbent to exercise discretion in balancing priorities and dealing with sensitive matters. The position works with a wide variety of staff within many public bodies.

RESPONSIBILITIES

1. Reviews, authorizes and processes Department of Justice records dispositions:

- Reviews records disposition requests from divisions/regions, ensuring that records are scheduled correctly and the required paperwork prepared;
- Conducts an annual review of records in the Justice Archives and GNWT records centre and prepares disposition recommendations for divisions/regions;
- Prepares disposition notices for the NWT Gazette;
- Monitors holds on dispositions;
- Liaises with GNWT warehouse technician and record centres contacts to ensure only relevant records are disposed of;
- Maintains the official disposition files for the Department of Justice;
- Liaises with NWT Archives staff to ensure the efficient transfer of archival records; and

- Develops ORCS for divisions/regions or review ORCS prepared by divisions/regions and make recommendations on amendments.
- As required, drafts procedures for records disposition processes.

2. Reviews, authorizes and processes records transfers into the GNWT records centre:

- Reviews records transfer requests, ensuring that records are scheduled correctly and the required paperwork is accurate;
- Liaises with divisions/regions to process transfers;
- Liaises with GNWT records analysts and record centres contacts to ensure appropriate records are transferred into records centre and that organizational records are updated to reflect records transfers; and
- As required, drafts procedures for records transfer processes.

3. Maintains a database of Justice records in storage and recommends technological improvements:

- Researches and reports more cost effective, secure and reliable storage alternatives;
- maintains a database of all Justice Headquarters' record retrievals;
- maintains the Department's archived paper and electronic records

4. Designs, coordinates and implements Justice records management training for:

- Basic records management training
- Specialized Document Imaging Information System training
- Vital Records Management program training.

5. This position is also responsible for the administration of the GNWT Access and Privacy Office, which would include:

- Assists in the coordination and organization of GNWT Access and Privacy training;
- Assists in responding to general inquiries on the GNWT Access and Privacy Office;
- Assists the Senior Information and Privacy Analyst with the receipt, monitoring and tracking of the Office's access and privacy inquiries;
- Assists in the retrieval and tracking and security of both GNWT access and privacy records;
- Assists the Manager with the statistical reporting related to information incidents;
- Responsible for organizing the statistical reporting of GNWT access requests for preparation of the Administration of the ATIPP Act report;
- Assists with the coordination and/or the organization of special access and privacy initiatives and projects as assigned by the Manager of the GNWT Access and Privacy Office;

Other related duties:

- Works on special records/information management projects as assigned by the Manager, GNWT Access and Privacy Office; examples include drafting procedure manuals, disaster recovery plans and work plans for record storage projects; and
- Represents the Department of Justice on the GNWT inter-departmental Committee of Records Coordinators.

KNOWLEDGE, SKILLS AND ABILITIES

This position requires:

- Extensive knowledge of records management theory and practice;
- Extensive experience using electronic records management software and document management systems;
- Extensive knowledge of the DIIM System;

- Knowledge of the *ATIPP Act*, general principles of access and privacy, and government policies and procedures related to the administration of this Act.
- Knowledge of the privacy protections under the *ATIPP Act*, relating to the collection, use and disclosure of personal information.
- Experience in ATIPP program coordination.
- Ability to schedule and complete combinations of tasks with conflicting priorities or deadlines;
- Ability to seek and gather information in stressful conditions;
- Ability to work effectively with a variety of people at different levels and in different units within an organization.

Typically, the above qualifications would normally be attained by:

Experience in Information and/or Records Management, plus 3-5 years of directly related experience in records management and/or access and privacy work.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental conditions.

Sensory Demands

Visual and auditory senses are used the most to perform the duties of the position. Accuracy is crucial for this position particularly in drafting and proofreading documents.

Mental Demands

Competing demands around deadlines can lead to mental stress. The scope of work can involve politically sensitive issues and tight deadlines with a high degree of intensity. These conditions can lead to mental and emotional fatigue and stress.

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

Official Language Considerations (check one)

Not required
 Bilingual required (state language): _____
 Bilingual preferred (state language): _____