



IDENTIFICATION

Department	Position Title	
Justice	GNWT Access and Privacy Officer	
Position Number	Community	Division/Region
82-4476	Yellowknife	Policy and Planning/HQ

PURPOSE OF THE POSITION

The GNWT Access and Privacy Officer provides leadership and expert advice in the administration of the *Access to Information and Protection of Privacy Act (ATIPP Act)*, regulations and policies in a manner that is consistent with the overall vision and direction of the GNWT.

The position is responsible for leading the efficient management of the GNWT Access and Privacy Office (the Office). Located in the Department of Justice, the Office supports all Government of the Northwest Territories' departments, boards and agencies in complying with the *Access to Information and Protection of Privacy Act (ATIPP Act)*. The Office operates under a two-tiered structure:

- Provide access to information services within a centralized/shared service model to GNWT departments and the NWT Housing Corporation. The Office also provides advice and support in the development and implementation of departmental privacy management programs.
- Provide access to information and protection of privacy advice and supports to all other public bodies subject to the *ATIPP Act*.

SCOPE

With an administrative reporting relationship to the Director, Policy and Planning, the GNWT Access and Privacy Officer provides expert-level advice, services and support relating to access to information requests and protection of privacy matters directly to Deputy Ministers and the heads of public bodies subject to the *ATIPP Act*, along with their designated senior officials. The position also provides comprehensive and strategic policy advice to the Deputy Minister of Justice in providing government-wide oversight with respect to the *ATIPP Act*.

The *ATIPP Act* is structured to have primacy over all other pieces of legislation, with minor exceptions of those Acts that have “notwithstanding clauses”. The GNWT Access and Privacy Officer must have an expert understanding of access and privacy legislation and will need to be familiar with similar federal legislation.

Within the implementation of a centralized/shared service office for access to information, a primary objective is to enable the GNWT to build and provide the necessary capacity and expertise for responding to access matters in a more efficient and effective manner. A further objective of the Office is to support the GNWT’s public commitment that the privacy protections in the *ATIPP Act* will be administered consistently and fairly. The GNWT Access and Privacy Office allows the GNWT to standardize government-wide processes; implement best practices across all public bodies; provide effective deployment of staff for large, complex access requests; and build broader expertise within the GNWT on the *ATIPP Act* and related processes.

The GNWT Access and Privacy Officer is accountable for the development of standards and procedures relative to access to information and protection of privacy matters. The incumbent is also responsible for monitoring and reviewing conformity with the *ATIPP Act* and established standards and procedures, training of GNWT staff, and for the delivery of centralized access to information services to GNWT departments and the NWT Housing Corporation.

The position requires the incumbent to exercise discretion in balancing priorities and dealing with sensitive matters. The incumbent works with senior level officials within public bodies as well as access and privacy stakeholders such as the NWT Information and Privacy Commissioner and heads of public bodies subject to the Act. Discretion is required in recommending appropriate courses of action for matters as they arise.

The GNWT Access and Privacy Officer manages a team of professionals consisting of five positions: Two senior Information and Privacy Specialists, one Information and Privacy Analyst, the ATIPP and Records Administrator, and an Information and Privacy Analyst Intern position.

RESPONSIBILITIES

1. Provide leadership, strategic direction, and expert advice on matters related to the *ATIPP Act*, and associated regulations, policies and procedures, taking into consideration the federal, provincial and territorial context and trends. This will include, but not be limited to:

- Provide expert advice to Deputy Ministers, heads of public bodies, and senior officials in discharging their responsibilities outlined in the *ATIPP Act*, regulations and policies;
- Lead the development and implementation of the GNWT’s overall access to information and protection of privacy program, including supporting all public bodies in ensuring legislative compliance, consistency, and adequate access and privacy standards and best practices are utilized;
- Lead the development, implementation and maintenance of policies, procedures and guidelines related to the application of *ATIPP Act* privacy protections across all public

bodies, including advising public bodies of appropriate privacy practices to be incorporated in the development of departmental specific privacy management programs;

- Identify, develop and implement new or revised legislation, various policy instruments and programs consistent with policy trends and changing socio-political priorities of the territorial and federal governments – this includes preparing legislative proposals and supporting documents required throughout the legislative process; liaising with GNWT legislative and legal counsel and other departments and agencies; and developing and implementing consultation strategies;
- Ensuring the integration of access and privacy requirements, principles, and practices through visibility and continuous communication and negotiation with business partners, and stakeholders to promote innovative and effective ways to balance access to information with consistent privacy protection practices;
- Monitor and report on government compliance with access and privacy legislation, policies and practices. This includes submission of formal reports on the Activity of the Administration of the *ATIPP Act* to the Minister of Justice, as well as electronic tracking of certain access and privacy activities;
- Participate in setting strategic directions for current and future programs and activities, ensuring alignment with government priorities such as the Open Government, Open Data initiatives; and ensuring that policies, procedures and enabling systems are in place and operating effectively to support key aspects of overall organizational performance and accountability;
- Prepare and coordinate the development of briefing materials for Legislative Assembly activities and federal/provincial/territorial meetings and negotiations, including researching and developing departmental positions or policy statements;
- Develop responses to Legislative Assembly commitments as well as various correspondence directed to the Minister or Deputy Minister; and
- Prepare presentations and supporting resources for Ministerial or Deputy Minister level events, meetings and forums.

2. Lead in the management of the GNWT Access and Privacy Office:

- Ensure that the objectives of the Office are met, including developing procedures for the timely management of all formal access to information requests received in a centralized/shared services environment;
- Ensure that Deputy Ministers, and their designated senior officials, are notified of all access to information requests received, including an initial assessment of the complexities or sensitivities identified with the request, and the proposed steps related to the processing of the request;
- Assigns work to the information and privacy professionals on behalf of client departments, boards and agencies;
- Provide expert advice, direction, coordination, and negotiation on complex, controversial, and sensitive access and privacy issues affecting the GNWT, including access to information requests involving external parties;
- Assigns and/or assists in providing support to GNWT departments and the NWT Housing Corporation in the development of departmental privacy management programs that align with the privacy protections set out in the *ATIPP Act*.

- Develops, implements and monitors performance goals and measurements to continually improve the level of service provided to client departments, boards and agencies;
 - Delivers a central, quality assurance/accountability function on behalf of client departments to ensure that responses to access to information requests comply with the *ATIPP Act* and the regulations;
 - Act as a point of contact between GNWT Departments and the NWT Information and Privacy Commissioner's Office on behalf of the Minister, GNWT Departments, the access and privacy administrator community, and government as a whole, including the reporting of privacy breaches and privacy impact assessments, including the reporting of privacy breaches and privacy impact assessments.
- 3. Manage the information and privacy professionals in a centralized/shared services environment to ensure they have the training, tools, and information required to deliver quality support to client departments, boards and agencies, in an efficient and effective manner:**
- Ensure employees have access to necessary systems, resources, supplies, equipment and information;
 - Ensure that staff are oriented to the workplace including internal processes, procedures and relevant policies
 - Develops and monitors annual employee performance objectives;
 - Identifies cross-training and professional development opportunities for staff;
 - Coaches and mentors staff to help maximize team performance; and
 - Coordinates staff recruitment activities, as required.
- 4. Design, develop, coordinate and implement GNWT access and privacy training sessions to build policy and administrative capacity within the GNWT to meet responsibilities under the *ATIPP Act*.**
- Survey and analyze training needs of public bodies listed under the *ATIPP Act* and develop and appropriate training plan to implement training;
 - Design customized training materials and approaches for the various training sessions offered;
 - Coordinate the delivery of employee training in cooperation with the Department of Finance, Human Resource division; and
 - Evaluate the training requirements and training modules, including the development of survey instruments to solicit feedback from participants and GNWT stakeholders.
- 5. Represents the Department on intergovernmental and interdepartmental committees and forums with respect to information and privacy matters.**
- Represents the Department at Federal/Provincial/Territorial meetings;
 - Makes recommendations to intergovernmental committees that reflect the GNWT's position;
 - Chairs the interdepartmental working group of Department Privacy Officers; and
 - Makes presentations at Deputy Minister, Assistant Deputy Minister, and/or Director level committee meetings, as required.

6. Oversee the development and implementation of departmental policies, or procedures in order to ensure that the Department of Justice's recorded information is managed in accordance with all territorial legislation and departmental and GNWT policies, procures, standards and guidelines.

- Manage the Department's Record's Coordinator position and the Department's DIIMS program;
- Ensures compliance with GNWT standards, guideline and legislation; and
- Develop department specific procedures, guidelines and training material.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual 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 analyzing documents for the purposes of information disclosure.

Mental Demands

A high level of concentration and attention is essential, as decisions about the release of information can have serious impacts. For this reason, work must be of the utmost level of accuracy. The scope of work can involve politically sensitive issues and tight deadlines with a high degree of intensity. The individual may also be exposed to sensitive and disturbing information associated with the analysis and severing of personal records. These conditions can lead to mental and emotional fatigue and stress.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert knowledge of access and privacy legislation, policy development and analysis;
- Expert knowledge of government, including its legislative process and mechanisms, operations of Cabinet and the Legislative Assembly;
- Expert knowledge of northern legislation, programs, structures and issues, including the ability to distinguish between legal, policy and political issues;
- Effective written and verbal communications skills, including the ability to maintain professional communications in difficult circumstances;
- Excellent critical thinking and decision-making skills;
- Ability to demonstrate leadership, initiative, and professional judgment;
- Ability to work independently on complex matters, and lead and work effectively in teams;
- Knowledge of best practices in research, planning and evaluation, including performance measurement development and implementation;
- Ability to work effectively with a variety of people, frequently under stressful conditions;
- Ability to effectively manage and mentor a diverse team of professionals;

- Strong interpersonal and negotiation skills;
- Strong project management skills.

Typically, the above qualifications would be attained by:

A degree in law or other relevant university degree, plus a minimum of ten years' progressively related experience in a policy, legislative or program setting, and at least five years of which is experience in managing and supervising staff.

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

Indigenous Language: Select Language

- ☐ Required
- ☐ Preferred