IDENTIFICATION

Department	Position Title	
Finance	Information Access and Security Coordinator	
Position Number	**Community**	**Division/Region**
15-14228	Yellowknife	Corporate Services/ HQ

PURPOSE OF THE POSITION

The Information Access and Security Coordinator facilitates the retrieval of information in response to legal actions or requests made under the Access to Information and Protection of Privacy Act (ATIPP Act) requests and assists in providing analysis and advice on access to information and privacy matters, including the interpretation of the ATIPP Act.

SCOPE

Reporting to the Manager, Information Services (Manager), and as part of the Information Service Unit within the corporate Services Division within the Department of Finance, the Records Coordinator delivers services to the Departments of: Finance (FIN), Executive and Indigenous Affairs (EIA), Environment and Climate Change (ECC), Industry and Tourism and Investment (ITI), and the Business Development and Investment Corporation (BDIC) (Departments).

The position is responsible for the provision of services and support relating to the processing of access to information requests as well as broader protection of privacy matters. This includes providing advice and recommendations on the appropriate search methods for records requested through ATTIP requests, legal actions and disclosure, and production orders. The incumbent works with the information services experts, as well as employees within program areas relevant to searches.

This position assists with the departmental access and privacy policies and standards development. Supports the department's Information Security Program by assisting and advising program areas with the on the development of Privacy Impact Assessments (PIAs), Investigation of Security Breaches, and awareness training. The incumbent is also responsible. for ensuring that the Departmental records are properly classified and secured according to GNWT records disposition authorities and security classification.

The Information and Access and Security Coordinator performs records searches and performs an initial analysis of information and ensures that program areas physical and electronic records are secure and sensitive material is available only to those who require access.

The Information Access and Security Coordinator provides advice to the Departments regarding ATIPP and privacy. The incumbent assists and provides advice and assistance to programs in completing Privacy Impact Assessments on new Programs and technology as per the obligations of the ATIPP Act. The position also assists in the development and delivery of access and security training as required.

The position requires the incumbent to exercise discretion in balancing priorities and dealing with sensitive matters. Accuracy is crucial for this position, particularly in analyzing documents for the purposes of information disclosure. The scope of work can involve politically sensitive issues and tight deadlines with a high degree of intensity.

RESPONSIBILITIES

1. **Provide advice and support to Departments on meeting access obligations under the *ATIPP Act* including setting goals and objectives for the research and retrieval of records.**
   - Analyze and evaluate the implications and advisability of possible options for dealing with access-to-information requests and recommending a course of action.
   - Assist Policy Divisions' in evaluating the sensitivity of the *ATTIP*, legal and law enforcement actions and production orders and identify the scope of the requests.
   - Lead carrying out the searching and initial scoping for discoverable records providing the records and summary table to the Policy Office.
   - Direct the program area staff in identifying and determining the location of requested records and arrange for retrieval and scanning; this may require supporting assisting staff in searching email and electronic records system.
   - Perform searches of the departmental networks, electronic records management systems, and government records centers.
   - Research and analyze the records to determine which are not in scope of the request.
   - Support divisions in the tracking of requests, statistical reporting and ensure adherence to legislative requirements, including handling appeals.

2. **Provide advice and support to the Departments retrieving records required for legal action.**
   - Analyze and evaluate the implications and advisability of possible options for accessing documents required to respond to legal actions and recommend a course of action.
   - Assist Policy divisions in evaluating sensitive information, alerting appropriate senior staff, and working with them to develop and implement necessary communication strategies.

- Facilitate the retrieval of required information from determining the scope of the search to providing retrieved records to the relevant division.
- Direct the program area staff in identifying and determining the location of requested records and arranging for retrieval and scanning; this may require supporting assisting staff in searching email and electronic records system.
- Exercise discretion in reviewing and responding to searches of a sensitive or personal nature.
- Contact third parties where necessary to obtain clarification or insight for searching.
- Performs searches of the departmental networks, electronic records management systems, and government records centers.
- Provide an overview to Divisions about which information has been located and how it has been organized.

3. **Assist the Departments on meeting security obligations under *ATIPP ACT* and Departmental Information Security Program including the assisting and advising in the Privacy Impact Assessment Process.**
   - Work with Divisions implementing new programs or technology to complete the Privacy Impact Assessment (PIA) for Program Manager and division review.
   - Assist divisions in identifying the information needed to support the PIA process and understanding the questions that need to be answered.
   - Analyze and assess the information in the PIA's and identify any gaps in the privacy analysis.
   - Identify areas of risk to client or stakeholder privacy not identified by the program staff prior to signing off.
   - Advise on ways to mitigate privacy identified in the PIA.
   - Investigate, report on, and recommend mitigation when Information Incidents and Security Breaches occur.

4. **Assist Divisions and Program areas in recommending Information Security Measures to mitigate Information Incidents and Security Breaches by initiating security audits and recommending Information Security Measures to mitigate Information Breeches, and investigating should a breach occur.**
   - Work with the Divisions and program areas to identify information security needs for physical and electronic information; this may include identifying secure storage solutions, more restricted permissions, and special security markings.
   - Perform security audits to identify areas of possible concern and take steps to mitigate potential security issues.
   - Investigate, report, and recommend mitigation of Information Incidents and Security Breaches.

5. **Assist the Manager, Information Services with the development of departmental standards, guidelines and/or best practices on information access and privacy matters, which consist of identifying and analyzing privacy, information**

management, and security risks in relation to the disclosure of information to the public and other government bodies.

- Monitor and review the Department's practices in relation to the collection, use, disclosure, retention, and disposal of personal information to ensure in compliance with the *Act*.
- Assist the Manager in the development of departmental policies related to the protection of privacy, security, and access of personal information held by the department and develop strategies to implement the policies.
- Research and draft subject matter relating to the *ATTIP* other access to information and privacy tools as appropriate.
- Research and draft subject matter relating to the Security Classification Policy and other information security tools as appropriate.

6. **Develop Tools and Awareness training on Information Access and Security Concerns for Program Divisions of the Departments.**
   - Develop training programs and tools on relevant Information Access and Security issues aimed at creating employee awareness. Topics may be a focused-on Access to Information, Protection of Privacy, Information Security Classification, and Privacy Impact Assessments.
   - Facilitate large and small group training sessions and introduce tools on relevant Information Access and Security issues aimed at creating employee awareness. Topics may be focused-on Access to Information, Protection of Privacy, Information Security Classification, and Privacy Impact Assessments.
   - Develop communications and awareness on Information Security areas identified mitigation or additional awareness in PIAs and Information Incidents.

WORKING CONDITIONS

Physical Demands

No unusual demand

Environmental Conditions

No unusual conditions

Sensory Demands

Visual and auditory senses are used extensively to perform the duties of the position.

Mental Demands

The incumbent may be exposed to sensitive or disturbing information associated with the analysis of records of personal records.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and/or the ability to acquire and apply knowledge of the *Access to Information and Protection of Privacy Act* and the objectives and obligations and pursuant policy instruments.
- Organizationally aware and the ability to learn and apply understanding of all aspects of operations of the Departments, including understanding previous organizational changes.
- Knowledge of protection of privacy under the *ATTIP Act,* relating to the collection use and disclosure.
- Knowledge of Privacy by Design and the importance of completing Privacy Impact Assessments.
- Knowledge of records management systems, theories, and practices.
- Knowledge of electronic information systems.
- Analytical Skills and the ability to conduct research.
- Skills relating to Program Coordination.
- Ability to understand political climate and interpret legislation accordingly.
- Ability to analyze Access, Privacy and Information Security issues and suggest an appropriate means of action.
- Ability to communicate and collaborate effectively in writing and verbally to a variety of audiences with varying skill levels and backgrounds, knowledge, and education levels.
- Oral and written communication skills using judgment and discretion.
- Ability to facilitate group awareness and training sessions and provide appropriate tools.
- Ability to work effectively with a variety of people at different levels and in different units within an organization.
- Client Service Orientation.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A university degree in Information Management or a related discipline, and two (2) years of relevant experience in information management or policy and legislation setting.

Equivalent combinations of education and experience will be considered.

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 record 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