

## STAFF JOB DESCRIPTION

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|--------------------|-------------------------------------------|-----------------------|--|
| JOB DESCRIPTION:   | Records and Privacy Analyst               |                       |  |
| DEPARTMENT:        | Learning Resources                        |                       |  |
| REPORTS TO:        | Manager, Records & Information Management |                       |  |
| JOB DESCRIPTION #: | 113.11                                    | PREVIOUS JOB DESC. #: |  |
| PAY LEVEL:         | 17                                        |                       |  |
| ORIGINAL DATE:     | May 15, 2020                              |                       |  |
| LAST REVISED DATE: | August 2020, March 2023                   |                       |  |

### Primary Function:

This position supports the Manager, Records and Information Management, in ensuring that Douglas College complies with its requirements as a public body under the Freedom of Information and Protection of Privacy Act (FIPPA), acts as a records management subject matter expert, and does professional archival work to support the Douglas College Archives.

### Responsibilities:

1. **Supports the Manager, Records and Information Management in ensuring that Douglas College complies with its requirements as a public body under the Freedom of Information and Protection of Privacy Act (FIPPA).**
  - a. Reviews and analyzes large amounts of information in order to interpret and apply the Freedom of Information and Protection of Privacy Act (FIPPA) to process FOI requests, under tight legislated timelines, with direction from the Manager, Records and Information Management.
  - b. Prepares Privacy Impact Assessments (PIAs) in collaboration with program areas, the Manager Records and Information Management, and the Associate Director Information Security.
  - c. Develops, researches, and improves the College's privacy management program through proactive identification of areas requiring improvement, and developing policies and standard operating procedures to ensure privacy compliance.
  - d. Responds directly to students, employees, and other individuals about complaints relating to the way their personal information has been handled.
  - e. Provides advice, direction, guidance, and recommendations regarding the interpretation and application of FIPPA, College policy, and Orders of the Office of the Information and Privacy Commissioner.
  - f. Delivers training programs on privacy and records management policies and procedures, as well as serving as a subject matter expert to College departments by providing support and guidance to administrators, staff, and instructors relating to privacy and information requests.
  - g. Maintains and collects department data or statistics for internal reporting.
  - h. May provide records management and privacy advice to Director, Learning Resources as needed.
2. **Works with the Manager, Records and Information Management to ensure the success of the College's records and information management program.**
  - a. Supports and provides recommendations to the Manager on the development, management, and implementation of the records and information management strategy for Douglas College.
  - b. Works with departments to assess and define documentation needs based on their business

requirements and records management policies, to develop and maintain appropriate documentation, and schedule and conduct regular review sessions to determine the adequacy of existing documentation.

- c. Manages special projects as assigned and participates on selected committees and provides input related to records and information management needs.

### **3. Works as a professional archivist to manage and make available the holdings of the Douglas College Archives.**

- a. Appraises accessions, arranges and describes permanent College records.
- b. Facilitates the research use of the College archives by preparing finding aids, undertaking research for College departments and assisting College employees, students, and the general public in obtaining information held by the College Archives.
- c. Supervises staff, student assistants, and contract staff in the day-to-day completion of their projects (e.g., digitization, processing archival holdings, or records management projects).
- d. Plans outreach activities and manages the Archives online presence to promote engagement from the College community and the public.

### **4. Performs other duties as assigned.**

#### **Supervision or Guidance Exercised:**

Supervises staff, auxiliaries, student assistants, and contract staff.

#### **Physical Assets and Information Management:**

Exercises a high degree of confidentiality as related to Freedom of Information and Protection of Privacy requests, investigations, report compilation and correspondence.

#### **Financial Resources:**

N/A

#### **Required Education and Experience:**

- Master's degree in Archival Studies or a related degree.
- One year of experience interpreting and applying legislation and drafting policy related to privacy acts, records management acts and other policies and procedures related to the management of records.
- One year of experience in appraisal, arrangement and description of archival records, and providing public access to archival records.
- An equivalent combination of related education/training and experience may be considered.

#### **Required Knowledge, Skills and Abilities:**

- A demonstrated ability to:
  - exercise initiative within a team and promote a positive work environment;
  - handle highly sensitive and confidential information in a professional manner;
  - communicate courteously and effectively in writing, in person or on the telephone with staff, faculty, administrators and students, as well as maintain a good working relationship with others;
  - function effectively in an environment where professionalism, confidentiality and sensitivity are of primary importance;
  - work independently under minimum supervision to meet deadlines and to establish priorities;
  - apply and work within relevant policies and procedures;
  - use MS Word, Excel, PowerPoint and at an advanced level.

- Preference will be given to candidates with experience applying Provincial and/or Federal privacy and/or access to information legislation.
- Preference will be given to candidates with experience designing records classification and scheduling systems.
- Excellent interpersonal and cross-cultural communication skills including written and verbal fluency in the English language.

This job description reflects the general responsibilities and duties associated with the job and should not be viewed as a comprehensive list of job tasks.