

Job Posting

Edmonton

Director, Corporate Access and Privacy Job Number: 49220

The Role:

Are you passionate about the democratic right of access to information and the protection of privacy? Do you have a strategic mind and enjoy building an organization's cultural awareness around access and privacy? Have you had experience briefing senior leadership on issues related to privacy, personal information, and access to information?

As a member of the Office of the City Clerk Leadership Team and reporting to the City Clerk, the Director of Corporate Access and Privacy leads the Corporate Access and Privacy (CAP) Program under the Freedom of Information and Protection of Privacy Act (FOIP Act). The Director supports a well-managed City by providing strategic direction for the CAP program, privacy and access recommendations for administration, and technical opinions to the City Clerk, City Council, the City Manager and the Executive Leadership Team.

The Director of Corporate Access and Privacy furthers the City's legislative duty and ethical commitment to access and privacy. The Director's decision-making authority is granted through the City's FOIP Delegation Order, and registered with the provincial Office of the Information and Privacy Commissioner. The Director's portfolio serves all of the corporation, City employees, residents, and the broader community by working to ensure access to information while protecting the privacy and personal information of Edmontonians and City employees.

Goals and deliverables:

- Collaborate closely with the City Clerk to navigate issues, identify priorities and provide timely advice to City Administration and City Council
- Ensure that all City programs and services are designed to protect the democratic right of access to information and the protection of privacy, and that programs and services operate in compliance with the FOIP Act
- Present to community and related professional organizations on the City's access and privacy as it relates to corporate records and programs
- Build trust and establish strong relationships with City Council, the Executive Leadership Team, departments and branches across the organization, civic agencies, boards and commissions and other external stakeholders such as other orders of government and community organizations
- Lead employee development and coaching, performance evaluation and feedback, health and wellness, safety, conflict resolution, staff recruitment and succession planning
- Identify continuous improvement opportunities and develop strategies to support team development
- Anticipate business opportunities, influence policy, planning and initiatives, and foster a culture of accountability through performance measurement
- Integrate multi-disciplinary teams to work collaboratively with stakeholders supporting corporate priorities
- Participate in City Council and committee meetings for the purpose of and providing clear, consistent and accurate governance and procedural advice on the FOIP Act, as well providing support to the Governance and Legislative Services Team regarding Meeting Management for Committee meetings

Qualifications:

- Knowledge, training and/or education in Library Sciences, Archival Studies, Information Management, Law, Public Administration or related disciplines
- Experience in a leadership role related to information and privacy
- Excellent people leadership skills to lead and manage change, build organizational talent and capacity and achieve organizational outcomes
- Certification in information access and privacy and advanced knowledge of access and privacy
- Applicable experience developing corporate policy
- Experience presenting on complex access and privacy, and information management topics
- Equivalent combinations of education and experience may be considered

Assets:

- A Masters Degree in a related field
- Certification in records and information management
- Knowledge, training and/or education in strategic management, policy development, public administration and/or municipal government with Robert's Rules or similar parliamentary rules
- Supplementary education and experience in local government, municipal law or administrative law

What does success look like?

- Apply proven strategic planning skills with a future focus and proactive approach
- Build a respectful workplace culture through a values-based influencer approach and work collaboratively
- Understand complex municipal subject matter and build influential relationships with City Council, external agencies, orders of government, community organizations, and internal departments and branches
- Communicate with strong political acumen, strategic planning, issue resolution and decision-making skills
- Present complex ideas to diverse audiences, build positive relationships and establish clear expectations
- Service excellence, embracing diversity and promoting inclusiveness
- Demonstrate alignment with the Cultural Commitments of Safe, Helpful, Accountable, Integrated and Excellent, fostering an environment for others to do the same. For more information on the City's Cultural Commitments, please visit [edmonton.ca/our-culture](https://www.edmonton.ca/our-culture)
- Demonstrate the foundational competencies, key behaviours and attributes of the City's six leadership competencies: Courage, Inclusivity, Values-Based Influencer, Collaborative Networker, Systems Thinker and Creative Innovator. For more information on the City's leadership competencies, please visit [edmonton.ca/our-culture](https://www.edmonton.ca/our-culture)

SELF

I am personally accountable

- Courageous

- Inclusive

TEAM

I build respectful workplaces and capacity with my team

- Values-based Influencer

- Collaborative Networker

RESULTS

I create results for Edmontonians

- Systems Thinker

- Creative Innovator

The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We encourage applications from courageous leaders who intentionally promote respect and inclusion on their teams. To learn more, see the Art of Inclusion: Our Diversity and Inclusion Framework (<https://bit.ly/3hd2d95>) and the Indigenous Framework (<https://bit.ly/3cMgnPU>).

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact Employment@edmonton.ca.

1 Permanent Full-Time position

Talent sourced through this process may be considered for similar opportunities within the City of Edmonton.

Hire is dependent on Criminal Information Check satisfactory to the City of Edmonton; there may be a cost associated with this requirement.

Hours of Work: 36.9 hours per week, Monday - Friday. This position may be eligible for the Hybrid Work Program.

Salary: \$104,609 - \$149,441.00 (Annually)

Talent Acquisition Consultant: JM/MZ

Classification Title: PT4 - Director

Posting Date: Mar 22, 2024

Closing Date: April 14, 2024 11:59:00 PM (MDT)

Number of Openings (up to): 1 - Permanent Full-time

Union : Management

Department: Office of the City Clerk

Work Location(s): Century Place, 16th Floor, 9803 - 102A Avenue Edmonton T5J 3A3

Visit www.edmonton.ca/careers for information on how to apply