

## Elbahir, Cindy LCTZ:EX

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**From:** Smith, Peter J SSBC:EX  
**Sent:** Friday, July 2, 2010 3:35 PM  
**To:** Elbahir, Cindy SSBC:EX  
**Subject:** FW: Classification Review Process  
**Attachments:** DRAFT - JD\_Advisor, Cabinet Confidences.doc

FYI – Linda is out of the office until Monday

Peter

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**From:** Smith, Peter J SSBC:EX  
**Sent:** Friday, July 2, 2010 3:33 PM  
**To:** Woodburn, Linda A PSA:EX  
**Cc:** Ward, Kathleen SSBC:EX; Wright, Alexander M SSBC:EX  
**Subject:** Classification Review Process

Hi Linda:

This is further to the voicemail I left regarding the classification review process. We appreciated your assistance with the classification reviews of the Team Lead and Junior Analyst positions. We are now looking for your advice on several "stand alone" positions. I have attached a draft job description for "Advisor, Cabinet Confidences." This is a one-of-a-kind position that provides key support to the Office of the Premier and to IAO ministry teams who are dealing with records that include information subject to the cabinet confidence provisions of the FOI Act and associated policy.

Should we be approaching this and other stand alone positions with full blown job descriptions or should we be developing job profiles for them instead?

Thanks for your assistance

Peter J Smith  
Director, Access & Records Service Delivery  
Information Access Operations  
Logistics and Business Services - Shared Services BC  
Ministry of Citizens' Services  
Phone: 250-387-1430 Fax: 250-387-9843  
email: [Peter.James.Smith@gov.bc.ca](mailto:Peter.James.Smith@gov.bc.ca)

## McCartney, Angela LCTZ:EX

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**From:** Fee, Selina SSBC:EX  
**Sent:** Monday, September 20, 2010 5:24 PM  
**To:** Ward, Kathleen LCTZ:EX  
**Subject:** FW: Advisor, Cabinet Confidences (IAO) Classification Case#: 14965 CHIPS#: 92116

Promised I'd send this... guidelines from the PSA

### Selina Fee

Admin Support

*Information Access Operations*

Logistics and Business Services

Shared Services BC

Ministry of Citizens' Services

COURAGE TEAMWORK PASSION SERVICE CURIOSITY ACCOUNTABILITY

250-387-1371

[selina.fee@gov.bc.ca](mailto:selina.fee@gov.bc.ca)

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**From:** Woodburn, Linda A PSA:EX  
**Sent:** Friday, September 3, 2010 1:28 PM  
**To:** Smith, Peter J SSBC:EX  
**Cc:** Taylor, Darleen PSA:EX; Trowsdale, Joanie PSA:EX; Fee, Selina SSBC:EX; Williams, Brad M SSBC:EX  
**Subject:** RE: Advisor, Cabinet Confidences (IAO) Classification Case#: 14965 CHIPS#: 92116

Hi Peter, with respect to the previous incumbent(s), here are some guidelines regarding classification effective dates that you may find useful in determining the most appropriate date. Also, Joanie and Darleen will be able to assist with any retroactivity for previous incumbents.



Effective dates  
guidelines.doc...

### Linda Woodburn, Classification Advisor

HR Services Centre | Client Services Division | BC Public Service Agency  
2nd Floor – 810 Blanshard Street | Victoria | British Columbia | V8V 2H6  
Office Telephone 250 387-0444 |



Where ideas work

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**From:** Smith, Peter J SSBC:EX  
**Sent:** Friday, September 3, 2010 1:20 PM  
**To:** Woodburn, Linda A PSA:EX  
**Cc:** Taylor, Darleen PSA:EX; Trowsdale, Joanie PSA:EX; Fee, Selina SSBC:EX; Williams, Brad M SSBC:EX  
**Subject:** RE: Advisor, Cabinet Confidences (IAO) Classification Case#: 14965 CHIPS#: 92116

Thanks Linda – we'll also need to figure out the retro pay for previous incumbent and present TA.

Peter

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**From:** Woodburn, Linda A PSA:EX  
**Sent:** Friday, September 3, 2010 11:46 AM  
**To:** Smith, Peter J SSBC:EX  
**Cc:** Taylor, Darleen PSA:EX; Trowsdale, Joanie PSA:EX  
**Subject:** Advisor, Cabinet Confidences (IAO) Classification Case#: 14965 CHIPS#: 92116  
**Importance:** High

Hi Peter, the Advisor, Cabinet Confidences is approved at the Administrative Officer Range 24 level. Details follow. Joanie and Darleen can assist you with next steps, posting the position etc.

**Title: Advisor, Cabinet Confidences (IAO)**  
Plan: Public Service Job Evaluation Plan  
**Case#: 14965**  
**CHIPS#: 92116**  
Ministry: CITZ  
Division: Logistics and Business Services  
Branch: Information Access Operations  
Current Class: Administrative Officer 21  
Current Salary: \$58,511.52  
**Approved Class: Administrative Officer 24**  
Approved Salary: \$64,052.10  
Impacted Positions: 1  
Estimated Annual Impact: \$79,424.60  
Points: 820.0  
805 points to 864 points = Salary Range 24

Linda Woodburn, Classification Advisor  
HR Services Centre | Client Services Division | BC Public Service Agency  
2nd Floor – 810 Blanshard Street | Victoria | British Columbia | V8V 2H6  
Office Telephone 250 387-0444 |



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## Elbahir, Cindy LCTZ:EX

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**From:** Elbahir, Cindy SSBC:EX  
**Sent:** Tuesday, October 12, 2010 3:18 PM  
**To:** Briggs, Cindy PSA:EX; Vander Beesen, Elizabeth H SSBC:EX  
**Cc:** Williams, Brad M SSBC:EX; Smith, Peter J SSBC:EX  
**Subject:** RE: AO24 Job Profile updated 1273\_1103\_129\_PRJ\_JS\_AO24\_Team\_Leader\_FOIPP\_31DEC20091.doc

Hi, Cindy. Elizabeth and I chatted about this – we think the job ad should reflect both position titles however those interested in the Advisor position should request a copy of the JD. **One little hiccup – the position title has changed – it should read, "Advisor, Section 12". I've attached an updated JD. Thanks!**



JD\_Advisor  
Section 12 (2).doc

Cindy

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**From:** Briggs, Cindy PSA:EX  
**Sent:** Tuesday, October 12, 2010 2:00 PM  
**To:** Vander Beesen, Elizabeth H SSBC:EX; Elbahir, Cindy SSBC:EX  
**Subject:** FW: AO24 Job Profile updated 1273\_1103\_129\_PRJ\_JS\_AO24\_Team\_Leader\_FOIPP\_31DEC20091.doc

Hi Elizabeth and Cindy

Do you want both the job profile for the TL position and the JD for the Advisor position in the job add?

**Cindy Briggs, Recruitment Consultant**

The Hiring Centre | BC Public Service Agency | First Floor - 810 Blanshard Street  
Victoria BC | 250.387.6347 |



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**From:** Elbahir, Cindy SSBC:EX  
**Sent:** Tuesday, October 12, 2010 11:29 AM  
**To:** Briggs, Cindy PSA:EX; Vander Beesen, Elizabeth H SSBC:EX; Hudson, Vicki SSBC:EX; Smith, Peter J SSBC:EX  
**Cc:** Ward, Kathleen SSBC:EX; Williams, Brad M SSBC:EX  
**Subject:** RE: AO24 Job Profile updated 1273\_1103\_129\_PRJ\_JS\_AO24\_Team\_Leader\_FOIPP\_31DEC20091.doc

Hi, Cindy. Here is the updated JD for the Advisor, Cabinet Confidences as discussed. Thanks :0)

<< File: JD\_Advisor Cabinet Confidences (2).doc >>

Cindy

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**From:** Briggs, Cindy PSA:EX

**Sent:** Tuesday, October 12, 2010 11:19 AM

**To:** Vander Beesen, Elizabeth H SSBC:EX; Elbahir, Cindy SSBC:EX; Hudson, Vicki SSBC:EX; Smith, Peter J SSBC:EX

**Cc:** Ward, Kathleen SSBC:EX; Williams, Brad M SSBC:EX

**Subject:** RE: AO24 Job Profile updated 1273\_1103\_129\_PRJ\_JS\_AO24\_Team\_Leader\_FOIPP\_31DEC20091.doc

Hi Elizabeth

Thanks for the updated profile. I have sent the information to our Marketing Specialists to draft the job add. Once they have written the add they will send the requisition to you for your approval. If it looks OK please approve the req and it will come to me to post on the website. If you require any changes please send me an email outlining the changes.

Yes, I agree with doing one posting and testing for the AO24 positions (Team Leader – FOIPP and Advisor, Cabinet Confidences). I think it will be more efficient to simply ask candidates if they have a preference.

**Cindy Briggs, Recruitment Consultant**

The Hiring Centre | BC Public Service Agency | First Floor - 810 Blanshard Street  
Victoria BC | 250.387.6347 |



Where ideas work

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**From:** Vander Beesen, Elizabeth H SSBC:EX

**Sent:** Friday, October 8, 2010 5:11 PM

**To:** Briggs, Cindy PSA:EX; Elbahir, Cindy SSBC:EX; Hudson, Vicki SSBC:EX; Smith, Peter J SSBC:EX

**Cc:** Ward, Kathleen SSBC:EX; Williams, Brad M SSBC:EX

**Subject:** AO24 Job Profile updated 1273\_1103\_129\_PRJ\_JS\_AO24\_Team\_Leader\_FOIPP\_31DEC20091.doc

**Importance:** High

Cindy,

Enclosed is the updated Job Profile for the AO24.

(note: we did add in one of the accountabilities that they need to work on contentious and complex requests). As we do expect that they deal with these, especially the very sensitive ones.

I am cc'ing everyone for their information/comment

Also we spoke with Brad and Peter and we will look at posting as one position, and then ask during the interview if there is a preference. Does this sound ok to you?

Thanks and have a great weekend.

Elizabeth

<< File: 1273\_1103\_129\_PRJ\_JS\_AO24\_Team\_Leader\_FOIPP\_31DEC20091.doc >>

## POSITION DESCRIPTION

### Ministry of Citizens' Services

POSITION TITLE:	Advisor, Section 12	POSITION NUMBER(S):	
DIVISION: (e.g., Division, Region, Department)	Logistics and Business Services Division		
UNIT: (e.g., Branch, Area, District)	Information Access Operations Branch	LOCATION:	Victoria
SUPERVISOR'S TITLE:	Manager, Access and Records Services	POSITION NUMBER	
SUPERVISOR'S CLASSIFICATION:	Business Leadership	PHONE NUMBER:	952-6355
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:		CLASS CODE:	
ENTERED BY		PHONE NUMBER:	

### PROGRAM

The Information Access Operations Branch (IAO) is the operational arm of the BC Government responsible for providing services that assist individual public bodies in fulfilling the statutory obligations imposed on them by the *Freedom of Information and Protection of Privacy Act* (FOIPPA), the *Document Disposal Act*, and the Core Policy and Procedures Manual Chapter 12. By working closely with the client ministries, IAO is responsible for providing leadership, advice and support, and facilitating the achievement of innovative, cost-effective solutions that enable our clients to manage risk and be effective in the delivery of their programs to the people and businesses of British Columbia. IAO provides operational policy direction and leadership to the ministry executive, management and staff on records management and access to information matters, and advises on federal, provincial and private sector access to information and protection of privacy issues.

### PURPOSE OF POSITION

The convention of Cabinet confidentiality is fundamental to collective ministerial responsibility under the Canadian (Westminster-style) system of parliamentary and Cabinet government. It is designed to ensure that Ministers can deliberate in confidence while remaining bound by the principle of Cabinet solidarity. By working closely with Treasury Board Staff and Cabinet Operations on information management issues related to specific initiatives, the Advisor ensures that FOIPPA's two main goals of access to information and protection of privacy are met.

This position is located within IAO and reports to an excluded manager at the Business Leadership level. In addition to responding to complex or sensitive requests, this position is responsible for providing operational policy direction and leadership to ministry staff, senior management and ministry executive regarding matters of Cabinet confidentiality. In serving as a centralized resource of knowledge and expertise, the Advisor is the Province's sole provider of expert advice in matters related to the application of FOIPPA to confidential Cabinet information. In addition to providing the above-noted advice to all levels of IAO staff and management providing FOIPP services for the Province, this position is also responsible for mentoring team leads and analysts within the Central Agency business unit of IAO.

The Advisor also has primary responsibility for responding to, and works in co-operation with, the Legal Services Branch, the Office of the Government Chief Information Officer, and the Office of the Information and Privacy Commissioner regarding matters of Cabinet confidentiality. As such, this position is required to negotiate and build consensus with multiple stakeholders who have conflicting priorities.

On occasion and as necessary, the Advisor is required to assume the responsibilities and accountabilities of an excluded manager at the Business Leadership level, in exercising delegated decision-making on the administration of FOIPPA.

## NATURE OF WORK AND POSITION LINKS

The Advisor is responsible for coordinating responses to complex and sensitive requests, supervising the delivery of the program for a sector, and providing leadership in the development of strategic and operational FOIPPA management plans while providing expert advice and mentorship to all levels of IAO and ministry staff and ministry executive. Prioritizing and coordinating the diverse, concurrent and often urgent (time critical) requests is a constant challenge and requires sound judgment and effective interpersonal skills.

This position is a key contact for strategic advice regarding compliance with the access to information and protection of privacy provisions of FOIPPA. The Advisor is also responsible for reviewing client legislation, regulations, policies and procedures, programs, and information systems to ensure compliance with FOIPPA. Additionally, this position develops strategies for managing increasingly complex and often conflicting interests regarding a wide variety of access to information requests. The Advisor also provides direction and consultation while serving as a centralized resource of knowledge and expertise in relation to access to information and privacy issues.

The cross government, political and economic sensitivity of the programs and services that are the subject of the deliberations of the Executive Council have significant province-wide implications and must be dealt with from an overall corporate perspective. The Advisor must have a clear understanding of the overall processes of government and its corporate priorities.

The sensitive and/or political nature of most of the subject matter dealt with could have a significant impact on the government's image and credibility if inappropriately released. In such situations, Ministers, Deputy Ministers, and Executive depend on this position to make sound decisions and strategic recommendations.

Specific contacts include:

- **Deputy Ministers, Associate and Assistant Deputy Ministers and other executive and senior management** – to provide status briefings, expert analysis, training and advisory services on sensitive or complex FOIPPA issues, with an emphasis on matters related to ensuring Cabinet confidentiality, and to coordinate corporate initiatives or responses.
- **Provincial Authorities, contracted agencies, other public bodies, other Provincial governments, and the Federal government** – to ensure formal consultation on related access and disclosure issues.
- **Office of the Information and Privacy Commissioner (OIPC)** – to represent the interests of client organizations in mediation of requests for review, investigation of complaints, or formal inquiry proceedings.
- **Ministry of Attorney General, Legal Services Branch** – to seek formal opinions and advice regarding the interpretation and application of FOIPPA in relation to Cabinet information and to provide expert advice into the development of submissions for formal inquiry proceedings before the Information and Privacy Commissioner.
- **Office of the Government Chief Information Officer** – to exchange information and provide advisory services regarding the interpretation of legislative and policy requirements.
- **Client organizations** – to provide expert advice on the release of records that are sensitive because they contain Cabinet Confidences, legal advice or other critical information; to provide expert advice on the development of the information and privacy components of program legislation.
- **IAO peers** – to ensure that Cabinet confidentiality is maintained through training, mentoring and the provision of expert advice; to ensure that corporate initiatives are implemented consistently, and to communicate and exchange information while promoting teamwork.
- **Media, political parties, stakeholders and public** – to negotiate the scope of requests for access to information and to resolve sensitive/complex issues escalated from team leads and senior analysts.

## SPECIFIC ACCOUNTABILITIES / DELIVERABLES

- Serves as a centralized resource of knowledge and expertise regarding FOIPPA matters, with a particular emphasis on matters related to ensuring Cabinet confidentiality.
- Provides operational policy direction and leadership to ministry staff, senior management and ministry executive.
- Assigns work to team leads, senior analysts, analysts, and junior/support staff.
- Provides mentoring and education to team leads, senior analysts, analysts and junior/support staff.

- Responds to complex and sensitive Freedom of Information requests and recommends appropriate responses.
- Reviews and approves FOIPPA related briefings and summaries prepared by team leads, senior analysts, and analysts for the Deputy Minister's approval and briefs the Manager and/or ministry executive on any outstanding or sensitive issues.
- Prepares, coordinates, and/or presents briefing material on current FOIPPA related issues for the Manager and/or ministry executive.
- Negotiates and builds consensus with multiple stakeholders involving conflicting priorities, including client ministries, the Legal Services Branch of the Ministry of Attorney General and the Office of the Information and Privacy Commissioner.
- Participates on cross-government committees and task-forces to address a variety of FOIPPA issues, including the coordination of corporate FOI requests.
- Assesses information and training needs, provides expertise into the development of material(s) and provides advisory and training services.
- Analyzes the impacts and implications of orders of the Information and Privacy Commissioner and policies issued by the Office of the Government Chief Information Officer.
- Undertakes research on Cabinet confidentiality issues and questions; researches and analyzes policies, procedures, and Commissioners' rulings in other jurisdictions with information and privacy legislation.
- Undertakes research on policy developments and innovations in other jurisdictions.
- Provides cost benefit and/or risk analysis for programs or projects.
- Provides leadership in the development of strategic and operational FOIPP management plans.
- Provides expert advice into the establishment of standards and procedures.
- Develops and implements risk assessment tools and performance indicators.
- Conducts compliance reviews and technical audits, prepares formal reports and recommends remedial actions.

#### **FINANCIAL RESPONSIBILITY**

Determines the need for and oversees the calculation of fee estimates. Fees can range from a few dollars to thousands of dollars depending on a number of factors related to the original request for access to records.

Recommends waiver of fees based on individual's ability to pay (requires review of financial information provided by requestor) and/or if in the public interest.

Provides advice to clients on cost saving initiatives for routine releases.

#### **DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)**

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	1	
Supervises staff through subordinate supervisors		

#### **PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)**

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input checked="" type="checkbox"/>	All IAO and Office of the Premier staff
Lead project teams <input checked="" type="checkbox"/>	1-2	Assigns, monitors and examines the work of staff <input checked="" type="checkbox"/>	3



### **SPECIAL REQUIREMENTS**

The nature of the work requires considerable sensitivity, professionalism, discretion, confidentiality and attention to detail.

### **TOOLS / EQUIPMENT**

Uses office tools and equipment such as computers, laptops, scanners, scanning software, severing software, photocopiers (including severing photocopiers), micro-fiche machines, calculators, fax machines, telephones and sets-up audio-visual equipment for meetings and training events.

### **WORKING CONDITIONS**

This work is characterized by multiple demands, constant interruptions, changes of pace throughout the day and statutory deadlines. The working environment is varied, as the incumbent is the primary point of contact for a myriad of questions and requests for interpretations to FOIPP legislation and policies.

Requires strong project management abilities in order to meet statutory deadlines as well as accuracy and attention to detail is required for policy analysis and to review high volumes of sensitive and confidential information to ensure all relevant information is identified.

At times the position is required to work with difficult and/or irate clients, special interest groups, First Nations, Political parties, media, and law firm representatives.

### **WORK EXAMPLES**

### **COMMENTS**

### **PREPARED BY**

NAME:	DATE:	
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### **EXCLUDED MANAGER AUTHORIZATION**

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: (Date).
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:	SIGNATURE:	DATE:
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### **ORGANIZATIONAL CHART**

Deputy Minister of Citizens' Services

Chief Operating Officer, Shared Services BC

Assistant Deputy Minister, Logistics and Business Services Division

Executive Director, Information Access Operations

Director, Access and Records Service Delivery

Manager, Access and Records Services

**Advisor, Section 12**

## **SELECTION CRITERIA**

### **Education/Experience and Occupational Certification:**

- University degree in a related field (e.g. law, public administration, information management) and three years of experience or Diploma in a related field (e.g. law, public administration, information management) and four years experience or six years of current experience;
- Experience interpreting and administering legislation and drafting operational policy, procedures and guidelines;
- Experience drafting business correspondence;
- Experience providing written and oral briefings to senior executive on Freedom of Information requests and protection of privacy issues;
- Experience in negotiation/mediation;
- Experience in project management and issues management; and
- Experience supervising staff.

### **Technical Knowledge**

- Comprehensive knowledge of FOIPPA, the *Personal Information Protection Act* and associated policies and procedures relating to the general principles of access and privacy as they apply to the provincial context;
- Considerable knowledge of other policies and procedures related to the collection, use and disclosure of information (e.g. *Document Disposal Act*);
- Knowledge of the twenty-seven BC Acts that contain partial or total overrides of FOIPPA where there is inconsistency or conflict between them;
- Knowledge of the principles and practice of natural justice and administrative law;
- Knowledge of the Cabinet approval and legislative process;
- Basic knowledge of the Office of the Premier's mandate, structure and programs; and
- Basic knowledge of all ministries' mandates, structures, and programs.

### **Demonstrated Technical Skills:**

- Interpret and apply complex legislation and policy relating the collection, use and disclosure of recorded information;
- Develop, implement and evaluate operational policies, procedures and guidelines;
- Excellent communication, negotiation, mediation and conflict resolution skills;
- Manage an effective consultation process on sensitive and complex issues;
- Use the tracking system(s) to monitor, track and report;
- Use computer systems to code, process, store, track and retrieve records and information; and
- Use Microsoft Office applications to produce a range of documents and reports and to conduct research.

### **Demonstrated Interpersonal and Communication Skills:**

- Establish and maintain effective working relationships with a variety of individuals and groups to complete work assignments including officials and staff at all levels within and external to IAO;
- Work as part of a team, consulting and sharing information;
- Facilitate training group sessions and deliver effective presentations;
- Provide and obtain clear, concise and complete oral and written information including writing comprehensive reports and recommendations;
- Deal with individuals, who are potentially agitated or demanding in order to resolve problems, clarify issues and provide the needed service; and
- Mentor and educate team leads, senior analysts, analysts and junior/support staff.

### **Demonstrated Organizational Skills:**

- Prioritize and complete own work assignments under tight deadlines including assignments involving complex issues and multiple third parties; and
- Work independently and to function effectively as a team member.

### **Equivalencies for Education and Experience:**

- Six years' experience in any combination of access and privacy administration, records management, communications, issues management or policy analysis.

## **CORE BEHAVIOURAL COMPETENCIES**

**Service Orientation** - implies a desire to identify and serve customers/clients, who may include the public, colleagues, partners (e.g. educational institutes, non-government organizations, etc.), co-workers, peers, branches, ministries/agencies and other government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

**Analytical Thinking** – is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

**Problem Solving/Judgement** – is the ability to analyse problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

**Initiative** – involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities.

**Conflict Management** – is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts of the organization, clients &, stakeholders.

**Impact and Influence** – is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.

**Teamwork and Cooperation** – is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.