

TITLE: INFORMATION ANALYST

CLASSIFICATION: AO18

MINISTRY: AGRICULTURE
OFFICE

WORK UNIT: DEPUTY MINISTER'S

SUPERVISOR TITLE: MANGER OF EXECUTIVE OPERATIONS AND PLANNING

SUPERVISOR POSITION #: 0069658

JOB OVERVIEW

Reporting directly to the Manager of Executive Operations and Planning, the Information Analyst provides leadership and guidance on the implementation of the Freedom of Information and Protection of Privacy Act and makes recommendations on the release of information and the protection of privacy for the Ministry.

ACCOUNTABILITIES:

- Reviews, analyses, recommends, develops and authorizes responses to access requests for sensitive, confidential and complex information within specified timeframes.
- Reviews and ascertains the nature and extent of requests, making preliminary decisions, such as whether the request is within the ministry's jurisdiction or if another public body has a greater interest.
- Works with Ministry staff on cross-ministry FOI requests, reviewing and analysing content to ensure that severing is consistent throughout.
- Analyzes requested records to determine if any mandatory or discretionary exceptions specified in the FOIPP Act apply and what materials can be released ensuring risks, legal and security issues to the author, applicant, third parties and/or the client are considered.
- Reviews records provided by staff to determine if they are within the scope of the request and to ensure that all relevant records have been provided and are accurate by removing duplicate records and ensuring attachments are included where required.
- Determines the need to withhold and/or release information or records ensuring risks, legal and security issues to the author, applicant, third parties and/or the ministry are considered.
- Makes determinations to involve senior management and/or executive if there are any extraordinary issues that arise during the processing of a request.
- Severs required information, in accordance with statutory requirements, prior to the release of information.
- Acts as ministry liaison with Information Access Operations (IAO) to discuss requests, negotiate required responses, time extensions, etc.
- Reviews Office of the Information and Privacy Commissioner (OIPC) requests, provides information to support severing that is applied and works with IAO and OIPC to ensure any inquiries from the applicant are answered.
- Maintains off-sited records, reviews destruction notices and works with the program areas if records need to be located.
- Provides information and direction to Ministry staff on record keeping, FOIPPA legislation and FOI requests.
- Develop methods, tools or materials to track ongoing issues, timelines and decision-making.

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- Performs other related duties in the Deputy Minister's Office as required, such as coordination information and materials for Estimates, UBCM, FNLG etc.

JOB REQUIREMENTS:

Education and Experience

- Degree/Diploma in Information Management, Public Administration or;
- Other directly-related discipline and minimum 1 years of recent experience performing FOI analytical work or;
- An equivalent combination of education/training and experience.
- Experience interpreting and applying information access legislation, policies and directives (examples include: policies and laws of the provincial, federal, or municipal governments).

Preference may be given to applicants who have one or more of the following types of experience:

- Direct experience in interpreting freedom of information /privacy or similar legislation.
- Enrollment or completion of BC Information Privacy (BCIP) certification
- Experience in managing caseloads.
- Experience working in a high-volume environment.
- Knowledge of the Freedom of Information and Protection of Privacy Act, Document Disposal Act and procedures related to the collection, use and disclosure of information.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the ministry (Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).

BEHAVIOURAL COMPETENCIES:

- **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.
- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.
- **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.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

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- **Teamwork and Co-operation** 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.

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