



**TITLE: FOI ANALYST**

**CLASSIFICATION: ADMINISTRATIVE OFFICER 18**

**MINISTRY: POST-SECONDARY EDUCATION AND FUTURE SKILLS**

**BRANCH: GOVERNANCE & CORPORATE PLANNING**

## CONTEXT

The Ministry of Post-Secondary Education and Future Skills ensures British Columbians can access affordable, relevant and responsive education and skills training that builds up our province. Our Ministry provides leadership and direction for post-secondary education and skills training in British Columbia to ensure citizens from across the province and from every background have opportunities to thrive, succeed and reach their full potential. To make education more affordable and accessible we support learners with a suite of student financial assistance programs and work with post-secondary partners, municipalities, employers, industry, and communities to ensure labour market development programming meets labour market demand across a range of sectors. The Ministry also provides oversight for the following Crown corporations: [British Columbia Council for International Education](#), and the [Industry Training Authority](#).

## JOB OVERVIEW

Provides advice, guidance, research and analysis on the implementation and compliance of the Freedom of Information and Protection of Privacy Act (FOIPPA) and other relevant legislation. The FOI Analyst responds to access and privacy requests, working to find practical and equitable solutions within the parameters of FOIPPA and makes recommendations on the release of information and the protection of privacy for the Ministry of Post-Secondary Education and Future Skills (PSFS). The position ensures timely responses to access to information requests and liaises with division contacts throughout the Ministry, including providing direction, advice and related training to others.

## ACCOUNTABILITIES

Required:

- Responds to complex or sensitive Freedom of Information requests and recommends appropriate response and reviews all FOI responses for appropriate severing in compliance with the Freedom of Information and Protection of Privacy Act (FOIPPA).
- Reviews, analyzes, recommends and develops responses to access requests for sensitive, confidential and complex information within specified timeframes.
- Reviews and determines the nature and extent of information requests, making preliminary decisions, such as whether the request is within the ministry's jurisdiction or if another public body has a greater interest.

- Analyzes requested records to determine if any mandatory or discretionary exceptions specified in the *FOIPPA* 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.
- Under the guidance of the Manager, makes determinations to involve senior management and/or executive if there are any extraordinary issues that arise during the processing of a request.
- Interprets and applies *FOIPPA* and other regulations and severs required information, in accordance with statutory requirements, prior to the release of information.
- Acts as central liaison on behalf of the Ministry when responses to requests for review or complaints are made to the Office of the Information and Privacy Commissioner.
- Negotiates and discusses requests with applicants or their legal counsel to ensure requests are clearly defined, the FOI process is clearly understood, and to narrow or clarify the scope of the request.
- Reviews records provided by the client group/ministries to determine if they are within the scope of the request and to ensure that all relevant records have been provided.
- Works with stakeholders to anticipate complexities, gather facts, identify resource requirements, develop alternatives and coordinate a timely response.
- Discusses time extensions or multiple releases of information for complex or extensive requests with applicants, government's FOI service provider (Information Access Operations) and ministry staff and applies for time extensions under the Act where required to support key clients within PSFS.
- Assists with the research, analysis, development and/or implementation of strategic policies relating to freedom of information and protection of privacy.
- Determines if a fee, as prescribed by the Act, can be applied and prepares a fee estimate where appropriate.
- Maintains positive client relations by providing excellent customer service for applicants and the Ministry.
- Liaises with the program areas to resolve outstanding reviews.
- Ensures divisional ministry contacts and staff have the appropriate information and training necessary to fulfill the ministry's FOI requirements. Under the direction of the Manager, assesses information and training needs, develops materials and provides advisory and training services to PSFS staff.
- Recognizes and recommends requests and information that may be suitable for proactive release.
- Researches and develops position papers on a variety of Freedom of Information and Protection of Privacy issues as directed.
- Under the direction of the Manager, conducts compliance reviews and, prepares formal reports and recommends remedial actions.

## JOB REQUIREMENTS

- Degree/Diploma in Information Management, Public Administration or other directly-related discipline and minimum **1 years'** recent experience performing analytical work or; an equivalent combination of education/training and experience. Recent and related experience includes:
  - Experience working with the Freedom of Information and Protection of Privacy Act (*FOIPPA*),
  - Information Management Act, and
  - Other policies and procedures related to the collection, use and disclosure of information.

- 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.
- Experience in managing caseloads.
- Experience working in a high-volume customer-service environment.
- Experience working in the post-secondary sector.
- Direct experience in records management.

#### SECURITY SCREENING

- 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.

#### 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.
- **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.
- **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.
- **Results Orientation** is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.



## INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

**TITLE: POLICY ANALYST AND FOI MANAGER****CLASSIFICATION: ADMINISTRATIVE OFFICER 24****MINISTRY: ADVANCED EDUCATION AND SKILLS TRAINING****CONTEXT:**

*The Ministry of Advanced Education and Skills Training provides leadership for post-secondary education and skills training. It supports an inclusive, accessible, responsive and future-focused post-secondary education and skills training system to build B.C.'s long-term economic prosperity. We work with post-secondary partners, private training institutions, Crown agencies, employers, industry, and Indigenous communities to deliver relevant education and training programs and services, and to enable post-secondary institutions to play a key role in generating knowledge and innovation.*

**JOB OVERVIEW**

*The Policy Analyst and FOI Manager works with across divisions and branches and liaises with other ministries and central government offices to advance strategic priorities, mandate commitments and to meet statutory obligations under the Freedom Of Information and Protection of Privacy Act and Information Management Act. The position works both independently and collaboratively to undertake high-level research and analysis; develop project plans and oversee project execution; and advise on policy and program design to deliver on ministry priorities and government commitments. The position leads a team overseeing and administering an integrated ministry-wide approach for Freedom of Information (FOI) requests and records management processes, and acts as a primary conduit for information exchange between the minister's office, the deputy minister's office, ministry program areas and the Ministry of Citizens' Services.*

**ACCOUNTABILITIES****Required:**

- Conducts policy analyses and research studies and prepares reports and recommendations.
- Conceptualizes and develops policies consistent with the objectives and priorities of the Ministry and develops recommendations for program/legislative changes.
- Manages policy projects by leading project teams, developing proposals, business cases and cost-benefit analyses, defining and managing project deliverables, assessing progress and taking/recommending corrective action.

- Determines methodologies, collects and analyzes demographic, statistical, economic and other data from a variety of sources, identifies deviations, problems or opportunities and utilizes findings to develop recommendations for revisions in ministry policy.
- Identifies policy issues and provides advice to senior staff.
- Conducts stakeholder consultations to identify issues and to obtain feedback on proposed policies.
- Works with other ministries and organizations at the provincial, federal, local or community level to coordinate policies across ministries/organizations.
- Conducts cost-benefit analysis and documents financial impacts relating to proposed policy and/or program changes.
- Develops documents including briefing notes, discussion papers, fact sheets, correspondence, flow charts and other materials.
- Provides expert advice and guidance to ministry management and staff regarding *Freedom of Information and Protection of Privacy Act* (FOIPPA) policy, procedures, and practices to ensure compliance with statutory requirements and government policy.
- Manages complex and contentious Ministry FOI reviews that have unclear risks or harm factors, are high-profile, often involve multiple stakeholders and are subject to critical scrutiny by media, organizations, or other public bodies.
- Works closely with staff from the ministry's Privacy and Security team on FOIPPA requirements, including privacy management accountability principles and facilitating proactive disclosures.
- Advises senior executive on any extraordinary issues arising from FOIPPA requests and identifies mitigation options.
- Develops, implements and monitors a ministry-wide records management program to ensure records are protected according to legislative requirements.
- Administers and controls the lifecycle management and disposition of all client recorded information and develops and manages the vital records disaster recovery plans.
- Fills the role of approver under the ministry's records destruction authorization model by verifying the accuracy of destruction authorization requests, conducting checks against outstanding litigation and FOI requests, and approving or denying requests as appropriate.
- Supervises staff including assignment of work, development and evaluation of performance plans and approval of leave.

## JOB REQUIREMENTS

- Post-secondary degree in Public Administration, Business Administration, Social Sciences or related field.
- Experience establishing and maintaining relationships with internal and external stakeholders/partners, and in managing competing interests within a multi-stakeholder environment.
- Experience managing and working on projects or project teams in support of corporate priorities.
- Recent (in the past three years) experience developing legislation, regulations or policies.

Career Group:  
Policy & Research

Job Family:  
Policy

Job Stream:

Role:  
Professional

Revised Date:  
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- Knowledge of provincial government priorities, policies, corporate structure and operating processes and protocols.
- Experience interpreting and administering FOI legislation and providing advice on policy, procedures and guidelines.
- Recent (in the past three years) experience interpreting and applying BC legislation and policy related to FOI and records management.
- Minimum two years of experience leading, coaching and supervising professional staff and/or project teams in a public sector environment.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) 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

- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **Expertise** includes the motivation to expand and use technical knowledge or to distribute work-related information to others.
- **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.
- **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.
- **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.