

PRIVACY AND RECORDS MANAGEMENT ADVISOR

An excellent opportunity exists for a highly motivated and detail-orientated Privacy and Records Management Advisor to join our dynamic and committed team. Reporting to the General Manager of Corporate Services, this role is responsible for the development, implementation, and administration of the City's information governance, records management, access to information, and privacy programs.

This position serves as the City's subject matter expert and Deputy Privacy Officer, supporting corporate compliance with the *Access to Information Act* (ATIA), *Protection of Privacy Act* (POPA), municipal bylaws, and records management best practices. The Advisor provides strategic leadership and operational guidance to support accountability, transparency, and the effective management of information across the organization.

FUNCTIONS/DUTIES (but not limited to):

- Lead the development, implementation, and ongoing improvement of the City's corporate records and information management program.
- Ensure records classification systems, retention schedules, and disposition processes are current, compliant, and consistently applied across departments.
- Administer and continuously improve the City's Privacy Management Program, including maintaining and enhancing its framework, policies, procedures, tools, and supporting documentation to ensure compliance with ATIA and POPA.
- Manage the end-to-end processing of access to information requests in accordance with legislative requirements and timelines.
- Coordinate and administer Privacy Impact Assessments (PIAs), and investigate and respond to privacy breaches, complaints, and incidents, including documenting findings and recommending corrective actions.
- Provide expert advice and guidance to departments, leadership, and stakeholders on privacy and information governance matter.
- Develop, maintain, and deliver policies, procedures, and corporate training programs.
- Monitor compliance, track performance metrics, and recommend improvements.
- Act as Deputy Privacy Officer and support regulatory reviews, investigations, and audits.

QUALIFICATIONS:

- Post-secondary education in Public Administration, Information Management, Library or Archival Studies, Legal Administration, or a related field.
- Minimum three (3) years of progressively responsible experience in records management, access to information, or privacy in a public sector environment.
- Experience working with access to information legislation and privacy compliance is required.
- Preference will be given to an individual with records management experience in municipal government or other government organizations.
- Thorough knowledge of the Access to Information Act and Protection of Privacy Act and related regulations.
- Knowledge of records and information management principles and practices.
- Strong analytical, research, and problem-solving skills.
- Excellent written and verbal communication skills, with the ability to convey complex legislative requirements clearly.
- Ability to manage sensitive and confidential information with a high degree of discretion.
- Strong organizational and time management skills, with the ability to manage competing priorities and meet legislated deadlines.
- Experience with Electronic Document and Records Management Systems (EDRMS).
- Proficiency in Microsoft Office and document redaction tools.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday. This is an onsite position, and the successful candidate must be available to work in person at our facility.

SALARY & BENEFITS: The City of Camrose has a progressive salary and benefit package. The starting salary for this position will be established based on qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person. Position will remain open until suitable candidate is found. Interviews will be conducted throughout process. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

CONTACT:

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