

## ESQUIMALT POSITION DESCRIPTION

**EFFECTIVE DATE: MAY 2024**

Pos. No: 838

Approved by: Director of Corporate Services

<b>Position Title:</b>	Freedom of Information Assistant
<b>Department/Division/Section:</b>	Corporate Services

### POSITION FUNCTION

Reporting to the Director of Corporate Services, the Freedom of Information Assistant supports the Township's statutory duties under the *Freedom of Information and Protection of Privacy Act* (FIPPA) addressing accountabilities and best practices. This position is responsible for a variety of complex administrative, legislative, and customer service functions as assists with supporting the corporate records management program.

### KEY DUTIES

- Under the supervision of the Township's Head of Freedom of Information (FOI), provide support for the day-to-day management of Esquimalt's FOI program as assigned including preparing and maintaining correspondence and records.
- Receive, review, clarify, confirm, prioritize, and process requests for access to information under the *Freedom of Information and Protection of Privacy Act* (FIPPA) as required.
- Perform intake procedures for requests for routine information and/or formal records requests and liaise with appropriate business areas and applicants.
- Prepare fee estimates, invoices, application fee receipts, and collect revenue as required.
- Undertake the compilation, review, and severing of requested documents which may contain confidential and/or politically sensitive information.
- Make recommendations to the Township's Head of FOI regarding exceptions from disclosure, including research and interpretation of the *Act* to support recommendations.
- Provide advice on organizational privacy matters and breaches.
- Assist with drafting and reviewing Privacy Impact Assessments (PIA) and Information Sharing Agreements (ISA).
- Keep current on applicable law, statutes, and acts associated with the scope of responsibilities.
- Represent the Township at external meetings and forums respecting the *Act*.
- Respond to requests for consultation from other public bodies.
- Collaborate with other departments to develop and improve information governance practices and develop and deliver corporate wide information and privacy training materials and sessions including new staff onboarding.
- Maintain various paper and electronic records and filing systems in accordance with the Township's established records management system using MS Office, LANs, Tempest, and TAB FusionRMS.
- Ensure the classification, coding and filing of records is complete, accurate, and secure.
- Assist in the retention and destruction of corporate records within the established life-cycle management process including the scheduling and transferring of records off site and requesting file searches from external sources.
- Ensure awareness of and compliance with corporate record policies and procedures.
- Maintain the departmental correspondence log and process as required.
- Assist with local government elections and assent voting.
- Perform other related duties as assigned by the supervisor.

## INDEPENDENCE

- Work is generated by requests from the public, municipal staff, or is assigned by a supervisor.
- Decisions are made within established precedents.
- Exercise resourcefulness in dealing with new situations.
- Final approval of recommendations respecting specific statutory functions or decisions under the *Act* are referred to the Head prior to actioning.

## WORKING CONDITIONS

### Physical Effort:

- Sit with arms unsupported while keyboarding (frequent).
- Dexterity for typing, filing, and answering phones; stand for short periods (frequent).
- Move files, boxes, documents, materials, and retrieve records (occasional).

### Mental Effort:

- Long periods of intense concentration while reviewing and redacting records, conducting research, and recommending procedural enhancements (frequent).
- Subject to pressures from volume of work and strict adherence to legislated deadlines (frequent).
- Interruptions from telephone, email, and in-person enquiries (occasional).
- Relationships require considerable courtesy, tact, diplomacy, and political sensitivity (frequent).

### Visual/Auditory Effort:

- Short periods of listening with intense concentration to questions on the telephone or in person (frequent).
- Focus on a variety of source data and computer (frequent).

### Work Environment:

- Office.

## KNOWLEDGE, KEY SKILLS, AND ABILITIES

- Knowledge of statutory requirements under FIPPA including best practices, principles, and processes applicable to Freedom of Information in local government
- Proficiency interpreting and applying the provisions of FIPPA and other statutes including the *Local Government Act* and *Community Charter* as they pertain to freedom of information and privacy in complex environments.
- Demonstrated ability to organize and prioritize tasks to meet multiple time-based deliverables requiring a high level of detail and accuracy.
- Strong interpersonal skills and demonstrated ability to develop and maintain positive and respectful working relationships with internal and external contacts.
- Ability to provide guidance to other staff on work processes, work collaboratively and diplomatically.
- Superior written and verbal communications, interpersonal, and customer-service skills to assist a wide variety of clients in a confident, professional, and objective manner.
- Maintain confidentiality and exercise tact in dealing with contentious matters.
- Ability to be self-directed and perform under pressure while maintaining attention to detail and accuracy.
- Ability to be flexible and adaptable in a fast-paced environment.
- Maintain accurate records.
- Working knowledge of a complex corporate records management system and the principles, legislative requirements, practices, and techniques of records management systems.
- Proficiency with Adobe Acrobat Professional, Microsoft Office Suite, and website content management software.
- Create and maintain web and intranet content in support of departmental functions.

<b>QUALIFICATIONS</b>
<b>Education and Training:</b> <ul style="list-style-type: none"><li>• Completion of Grade 12 supplemented by at least one year of post-secondary education in Local Government Administration, Freedom of Information and Protection of Privacy, Records and Information Management, or related field.</li></ul> <b>Experience:</b> <ul style="list-style-type: none"><li>• 3 years progressive related experience working in a local government or other regulatory public sector environment.</li><li>• Familiarity with the LGMA Records Classification filing structure and experience with TAB FusionRMS would be an asset.</li><li>• An equivalent combination of education and experience may be considered.</li></ul>
<b>OTHER</b>
Length of time to become familiar with job duties and responsibilities: 12 months.