

JOB DESCRIPTION

JOB DETAILS

Job Title: Intermediate Information Analyst

Job ID: IS2435

Classification: Information Systems R24

Classification Date:
(MM/DD/YYYY)

Branch: Architecture, Information Management and Security

Unit: ITS-Architecture, Information Management and Security

Reports to: Team Lead, Information Management

Security Screening: Yes

Union/Excluded: BCGEU

BRANCH DESCRIPTION

The Architecture, Information Management and Security branch (AIMS) provides enterprise architecture services, information management and security operations services to the BC Pension Corporation. AIMS delivers leadership around strategic technology planning and directly supports BC Pension's Plan 20|30 initiatives. As well, AIMS ensures the confidentiality, availability and integrity of all corporate information and data systems and is accountable for fully complying with relevant regulations, standards and legal frameworks. Additionally, AIMS is responsible for the operation of all enterprise cyber security solutions and the overall security of our IT systems and data, across the entire technology landscape.

JOB SUMMARY

The Intermediate Information Analyst provides information management (IM) analysis including privacy and records management. This position supports ongoing enterprise information management standards, practices and technology needs consistent with BC Pension Corporation information management strategy.

JOB RESPONSIBILITIES

- Conducts investigations into privacy incidents and breaches to maintain effective levels of privacy within the organization.
- Conducts IM analysis to establish data and content requirements related to the storage, organization, handling, and retention of information across the corporation in consultation business stakeholders and in support of other IM team members.
- Conducts privacy impact assessments on new or re-designed projects, systems, and processes, identifies areas of concern and makes recommendations to mitigate any potential risks in compliance with the Privacy Policy.
- Identifies gaps in policy, procedures and technologies; maintains knowledge of and studies existing privacy measures across the organization and provides recommendations to mitigate risks.
- Contributes information management analysis expertise to the development of Information Sharing Agreements (ISA's) to further enhance and formalize protections for corporate information assets.
- Presents business cases to stakeholders and corporation clients to incorporate privacy, information and records management practices into business processes, and documents solutions and business requirements to support ongoing operations and maintenance, and advises on risks of non-adherence.
- Leads delivery of small to mid-size IM related projects including facilitating meetings, defining objectives, priorities, timeline and resource requirements, and defining work assignments for project staff.
- Develops and presents user training and educational materials relating to privacy, information, and records management to corporation staff.
- Processes FOI access requests in accordance with internal procedures and FOIPPA requirements.
- Assists IM team by performing components of larger, complex projects as a project team member.
- Routinely contributes to the development of IM policies, procedures and guidelines as required to enhance and support the IM program.

EDUCATION

Degree/Diploma Obtained

Program of Study

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- Degree in Computer Science, Information Studies or a related discipline and one year of recent, related experience; OR,
 - Diploma in Computer Science, Information Studies or a related discipline and 3 years of recent, related experience; OR,
 - Certification in Computer Science, Information Studies or a related discipline and 5 years of recent, related experience.
- An equivalent combination of related education and experience may be considered.

EXPERIENCE

Years of Experience

Type of Experience

- Recent experience providing business and/or information analysis and/or privacy analysis on small to mid-size projects.
 - Recent experience working with legislation, policies and procedures related to the collection, use and disclosure of information.
 - Experience with a content management system, e.g. SharePoint, M365, OpenText, HP Trim, Content Manager etc.
- Plus one or more of the following:
- Experience supporting an information or records management program
 - Experience with information or data quality initiatives or metadata or taxonomy management
 - Experience with BC's Freedom of Information and Protection of Privacy Act (FOIPPA) and related regulations, policy and procedures
 - Information management or Privacy related designation (e.g. Certified Information Professional or CIPP/C, CAPP)

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of information management processes and methodologies
- Knowledge of process mapping, developing taxonomies, metadata models, and functional classification
- Knowledge of the practical application of information management theory, principles and practices, in a content management environment such as SharePoint or Microsoft 365
- Knowledge of privacy policies such as the BC's Freedom of Information and Protection and Privacy Act and related legislation
- Demonstrated analytical and problem-solving skills.
- Excellent interpersonal skills including written and verbal communication skills, with the ability to adapt communication style for different audiences.
- Able to be proactive and self-directed with good organizing, prioritization, planning and time management skills.
- Ability to take initiative, and work independently, as well as in a team environment.

CORE COMPETENCIES

Navigating Change L2

Supporting self and others through change and transition and enabling successful transformation in work products and processes.

- Invites input and feedback on proposed changes.
- Supports others in generating new and innovative approaches.
- Builds support for new approaches and initiatives.
- Shares information on change in a timely manner.
- Identifies innovative approaches to deal with situations for which no known precedent exists.
- Eliminates unnecessary work activities.

Embracing Learning L1

Contributing to a learning culture by developing self and supporting others to acquire skills and improve performance.

- Self-assesses against expectations and standards to identify own learning needs in the current position.
- Reflects on completed activities, identifying what worked well, what didn't, and how to improve own performance.
- Openly shares knowledge with other employees.
- Seeks to learn from other employees.
- Takes advantage of learning opportunities provided to meet job requirements.

Client Orientation L2

Making it easy for our external and internal clients - seeing things through their eyes.

- Anticipates clients' needs and concerns.
- Develops procedures and practices to ensure consistent service.
- Leads or participates in efforts to enhance service delivery systems and processes.
- Ensures consistency of service experience.

Accountability L2

Holding self and others accountable to deliver on commitments and to achieve desired results.

- Sets challenging but realistic goals for own area of responsibility.
- Helps people improve performance to maximize results.
- Holds people accountable for meeting established expectations.
- Evaluates progress against established goals and objectives.

Inspiring Trust L2

Inspiring confidence by demonstrating integrity and building credibility.

- Creates opportunities to build internal and external relationships.
 - Demonstrates confidence in own abilities, views or decisions when challenged.
 - Provides skill, knowledge and talents to resolve complex issues.
 - Fosters trust by communicating consistent, reliable and accurate information.
 - Builds on others' ideas to develop support.
 - Helps others build confidence in themselves.
 - Recognizes the contributions and successes of others.
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Decision Making L2

Enabling progress by resolving issues and supporting others in taking calculated risks and making decisions.

- Involves the right people in the decision making process.
 - Makes decisions by weighing several factors, some of which are partially defined with missing pieces of information.
 - Uses sound business sense to make decisions.
 - Considers risks when identifying or recommending options.
 - Provides context and rationale for decisions.
 - Provides information to others to support decision making on complex issues.
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Organizational Focus L1

Aligning work priorities, processes and practices to achieve the strategic direction.

- Considers the impact of own actions on others.
- Identifies obstacles to existing processes and practices.
- Supports others in the achievement of work unit priorities.