

Professional Job Position Description

Section I: Position information

Effective date	2026-03-03	<input type="checkbox"/> Update only	<input checked="" type="checkbox"/> Classification review
Position title	Legal and Privacy Compliance Coordinator		
Position number	999690		
Classification level	Professional A		
Position affiliation	<input type="checkbox"/> AUFA <input checked="" type="checkbox"/> Excluded		
Location	Virtual		
Department	Chief Governance Officer and General Counsel		
Reports to	Director, Policy, Privacy and Records Management (999780)		

Position summary

Briefly describe the main purpose(s) of the position.

The Legal and Privacy Compliance Coordinator has key responsibilities in the implementation and overall success of Administrative Compliance Programs at Athabasca University. This position reports to the Director of Policy, Privacy, and Records Management but also works closely with the Chief Governance Officer and General Counsel.

Essential to this position is a strong understanding of established service standards and legislated timelines, a focus on attention to detail, as well as a strong sense of ethical responsibility and sensitivity working with confidential and personal information. A comprehensive knowledge of applicable legislation and AU policies and procedures is required for success.

The incumbent will be responsible for engaging and working with AU team members to provide guidance and information related to legal matters, access to information and protection of privacy programs and has primary responsibility for the implementation and execution of the Legislative Compliance Program.

Duties include assessing and responding to inquiries and formal and informal requests for information, providing timely and appropriate advice and guidance related to the University's administrative compliance programs, and managing the progress and timelines for legal matters.

The incumbent will also be expected to be familiar with and assist in other portfolios in the Office of the Chief Governance Officer and General Counsel (OCGOGC), including updating and maintaining the OCGOGC web pages.

Supporting the goals of the University's strategic goals and initiatives, the Administrative Compliance Coordinator must demonstrate agility and adaptability through exceptional critical thinking, communication, and organizational skills in fulfilling the duties of this position.

Duties and responsibilities

Organize by key responsibility area and include % of time spent where possible.

Privacy and Access to Information (40%)

- Contribute and facilitate the effective administration of Alberta's *Access to Information Act* (ATIA) and *Protection of Privacy Act* (POPA) including the following:
 - Processing access to information requests for review, and communicating with applicants.
 - Providing subject matter expertise, guidance and information related to protection of privacy and access to information.
 - Developing resources related to access to information and protection of privacy.
 - Prepare materials, presentations, and awareness resources, and participate in access and privacy related training as required for university staff.
 - Update and develop the OCGOGC Website, as required.
 - Conduct research in relation to the access to information and protection of privacy as required.
 - Prepare reporting and compile statistics on access and privacy related matters.
 - Consult, with the Director and/or CGOGC regarding complex, difficult, or highly sensitive issues when required. This includes sensitivity around handling confidential and personal information.
 - In the absence of the Director, act as point of first contact on access and privacy matters, responding or directing them to the CGOGC, as appropriate.
 - Maintain confidentiality, navigate sensitive issues, and comply with access and privacy requirements.

Legislative Compliance Program (20%)

- Coordinate and oversee the development, collection, and completion of the University's Legislative Compliance Annual Report
- Establish and maintain critical-path timelines; update tracking spreadsheets, collect data, and schedule meetings to support compliance reporting
- Collaborate closely with internal Legislative Compliance owners and external stakeholders to gather information and ensure accuracy of submissions
- Track and monitor legislative compliance deadlines with a high degree of detail and follow-through

- Review annual processes, provide feedback, and implement improvements to streamline workflows for subsequent reporting cycles
- Maintain and update all related procedures, templates, and documentation on an annual basis

Legal File Management (20%)

- Oversee all legal complaint processes, ensuring timely intake, triage, and coordination with internal stakeholders and external legal counsel.
- Serve as a primary communication liaison between the University and external legal counsel, ensuring clarity, accuracy, and continuity of information.
- Collect, organize, and maintain all documentation related to legal matters, while tracking critical timelines and milestones
- Manage the distribution of legal documents and initiate follow-ups to ensure timely progression of files-ups to ensure timely progression of files
- Develop and maintain efficient information flow processes by creating and updating procedures, workflows, and flowcharts-flow processes by creating and updating procedures, workflows, and flowcharts
- Forecast annual legal costs by analyzing historical spending, current caseloads, and anticipated legal activities to support accurate budget planning
- Oversee document management practices to ensure accuracy, confidentiality, and alignment with University records standards

Policy Program (10%)

- Contribute to the implementation and development of AU's Policy Program including the following:
 - Providing guidance and support in relation to the Policy Framework and policy development process.
 - Preparing background materials, presentations, and awareness resources, and delivering Policy related training for AU team members as required
 - Conduct research on policy matters as required.
 - Consult, with the Director and/or CGOGC regarding complex, difficult, or highly sensitive issues when required. This includes sensitivity around handling confidential and personal information.
 - Maintaining and updating the Policy and Procedures Manual and related resources webpage, including maintenance and retention of source files and other related policy records as required.

- In the absence of the Director, act as point of first contact on policy matters, responding or directing them to the CGOGC, as appropriate.

RIM Support (5%)

- Assist and support the successful implementation of AU's Records and Information Management Program including the following:
 - Working with the Records and Information Management Coordinator on RIM projects and initiatives, as required.
 - Maintaining and preparing RIM tracking, planning, and reporting documentation.
 - Providing information and guidance to business units and faculties in relation to the RIM Program and its process.
 - Preparing background materials, presentations, and awareness resources, and participating as required in RIM related training for AU team members.
 - Conducting research on RIM matters as required.
 - Consulting, with the Director and/or RIM Coordinator regarding complex, difficult, or highly sensitive issues when required. This includes sensitivity around handling confidential and personal information.

Other Duties (5%)

- Become familiar with the various portfolios under the OCGOGC to provide coverage and back-up from time to time as needed, including Ombuds support.
- Contribute to the overall success and effectiveness of the OCGOGC team in relation to team goals, objectives, strategic planning and operational priorities.

Occupational health and safety

Employees:

Responsible to participate in the AU OHS program as required.

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See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification factors

Communication

The role requires excellent communication skills in many forms. The incumbent will work closely with the Chief Governance Officer and General Counsel, and the Director, Policy, Privacy, and

Records Management, as well as all faculties and business areas to carry out their duties and responsibilities. Key will be a capacity to communicate effectively and professionally as well as demonstrate an ability to address sensitive and confidential matters tactfully and appropriately. Excellent writing skills are needed to prepare a variety of internal and external resources, correspondence, and briefing materials. Demonstration of capacity to work collaboratively in both an in-person, online and hybrid manner is necessary for the overall success of the OCGOGC.

Supervision

The incumbent is a key contributor to the overall success of administrative compliance across the institution. They will be required to assess where supports and guidance are needed to ensure the requirements of access and privacy, policy, RIM, and legislative compliance programs are met by AU team members, and will work with team members in the OCGOGC to develop and implement effective resources, training and policy.

Impact of service or product

The incumbent will be diligent in supporting and contributing to the development, implementation, monitoring and evaluation of administrative compliance programs and legal limitation periods and filing deadlines. Risks of non-compliance with administrative compliance responsibilities are mitigated by the provision of timely and effective guidance and support to AU team members. As well, understanding the legislative requirements, timelines in relation to access to information, and court and tribunal proceedings will ensure we are compliant in meeting our obligations and establishing effective processes. Ensuring that these deadlines are met is of critical importance.

Independence of action

The Legal and Privacy Compliance Coordinator is part of a high-profile, integrated environment, requiring flexibility, agility and sound judgment and decision-making skills. They are required to work independently to ensure they fulfill their responsibilities in a timely and effective manner. They need to be able to manage multiple priorities and frequent interruptions. The incumbent must:

- Provide appropriate advice and guidance to AU team members related to administrative compliance, understanding where escalation to the Chief Governance Officer and General Counsel, or Director, Policy, Privacy, and Records Management is required.
- Work collaboratively with AU team members to effectively implement administrative compliance programs.
- Work collaboratively with AU team members and external counsel to ensure coordination on legal proceedings.
- Maintain a high-level of confidentiality when working with sensitive and confidential records and information.
- Effectively prioritize project work and adapt to changing needs and circumstances.
- Develop task and project management processes to ensure work is completed in a timely and effective manner

Complexity

The Legal and Privacy Compliance Coordinator is required to have exceptional organizational skills to manage work with frequent interruptions and fluctuations in workload. The incumbent must simultaneously organize and address legal, access and privacy matters under strict deadlines, as well as manage time sensitive policy and RIM matters. This position requires broad knowledge in a variety of subject matters, along with knowledge of internal and external legislative, policy and other protocols that govern many aspects of their work. In addition, working with personal, sensitive and confidential information requires knowledge of and adherence to legal and policy obligations.

Planning

This position will be responsible for collaborating on the planning, implementation, maintenance and evaluation of administrative and legislative compliance programs with the Director, Policy, Privacy and Records Management, Records and Information Management Coordinator, and Chief Governance Officer and General Counsel.

Signatures for section I

Incumbent signature		Date Select a date.
Supervisor signature		Date Select a date.

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

Education:

- Minimum of a Bachelors Degree in a related field required.
- Certifications in access to information, records management, or business administration are beneficial

Experience:

- A minimum of 3 years in access and privacy, records and information management, or senior level policy, legal or business administrative professional experience required. Equivalencies of experience with increasing levels of responsibilities may be considered.
- Experience in working in an online, remote office and hybrid office environments is an asset.
- Experience working in a Microsoft 365 environment and with the suite of tools is an asset.
- Experience working in a sector with legislative requirements and obligations an asset.

Skill and Proficiencies:

- Demonstrated knowledge of access to information or privacy legislation.
- Demonstrated ability to deal with sensitive and confidential issues.
- Strong interpersonal and communication skills required. Experience with conflict resolution an asset.
- Demonstrated problem solving skills, creativity, and adaptability considered an asset.
- Demonstrated skill in working in a digital and hybrid working environment an asset.
- Demonstrated ability to produce a variety of deliverables including reports, presentations, memoranda, and publications an asset.
- Must be able to do some heavy lifting up to 11kg (25lbs)

An equivalent combination of education and experience may be considered.

Signatures for sections I and II

Department Head signature		Date Select a date.
Executive Officer signature		Date Select a date.
Human Resources review		Date Select a date.