

# CITY OF GREATER GEELONG

## POSITION DESCRIPTION

GREATER GEELONG: BUILDING OUR COMMUNITY THROUGH ENTERPRISE, OPPORTUNITY AND INNOVATION IN A QUALITY ENVIRONMENT

<b>POSITION TITLE:</b>	<b>Senior Governance Officer – Privacy &amp; FOI</b>
<b>POSITION NUMBER:</b>	2690
<b>DIVISION:</b>	Governance and Legal Services
<b>DEPARTMENT:</b>	Governance and Legal Services
<b>CLASSIFICATION:</b>	Band 7
<b>REPORTS TO:</b>	Coordinator Governance
<b>DIRECTLY MANAGES:</b>	N/A
<b>INTERNAL LIAISONS:</b>	Employees at all levels of the organisation
<b>EXTERNAL LIAISONS:</b>	Ratepayers and businesses, community representatives, consultants and contractors, advisory groups, relevant State and Federal government departments, Government Regulators, Tribunals and Courts
<b>DATE:</b>	July 2017

### **POSITION OBJECTIVES:**

The Governance and Legal Services Department is responsible for the provision of specialist legal and governance advice, and quality support to the Mayor and Councilors, ensuring that the City operates as efficiently and effectively as possible.

The Senior Governance Officer – Privacy & FOI will bring a proactive and positive approach to implementing effective privacy management strategies across the organisation to ensure the integrity of personal and health information. The position will also assess and answer requests for information made pursuant to Freedom of Information Act (Vic) 1982 to facilitate public accountability and transparency through access to information.

Working in a small team lead by the Coordinator Governance, the position will build and maintain effective working relationships with a broad range of internal and external stakeholders and support the organisation to adopt best practice policy and procedure.

### **POSITION RESPONSIBILITIES:**

#### **Key Responsibilities:**

1. Role model and promote Council values in all aspects of duty.
2. Understand and be able to practically apply the legislative framework for privacy and freedom of information.

3. Drive a proactive privacy culture by implementing a number of privacy management strategies across the organisation, including assessing the privacy implications from any project or action, providing advice and guidance in the event of privacy incidents or breaches, developing effective responses to any privacy breach or complaint, including a review of process and procedure that lead to any breach, coordinating responses to formal complaints to Regulators, Tribunals or Courts and facilitating training to raise awareness of compliance obligations relating to privacy.
4. Manage effective freedom of information practices for the organisation, including providing sound and consistent advice to internal stakeholders on issues related to freedom of information, processing requests for information and making the necessary decisions in accordance with the legislative provisions, responding to Regulators, Tribunals and Courts in respect of freedom of information appeals, and providing freedom of information training to relevant teams and departments across the organisation.
5. Communicate with applicants or complainants in a sensitive and professional manner.
6. Develop and implement effective reporting tools to track activity, themes and trends in privacy and freedom of information matters over time.
7. Establish and maintain effective working relationships and ongoing consultation, communication and collaboration with key stakeholders.
8. Provide operational support to the Coordinator Governance and the Governance team.
9. Contribute to the ongoing improvement of business systems and maintenance of a positive work environment.
10. Keep accurate and complete records of work activities.
11. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.
12. Adhere to all Council's policies and procedures relevant to this position.
13. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

### **Values and Behaviours:**

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

### **Risk Management and Occupational Health & Safety Responsibilities:**

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity e.g. sitting at the computer.

- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

#### **KEY SELECTION CRITERIA:**

1. Comprehension of the legislative framework for privacy, as well as the Freedom of Information Act (Vic) 1982.
2. Demonstrated ability to interpret and apply legislation and use personal judgment to support effective decision making.
3. Excellent written and verbal communication skills.
4. Demonstrated ability to plan and prioritise work to achieve outcomes, adhere to timelines and manage competing priorities.
5. Ability to identify processes, tasks and resources required to achieve a goal.
6. Demonstrated ability to support the implementation of best practice policy, procedure and strategy across an organisation.
7. Demonstrated ability to build rapport and trust with a range of stakeholders, either external or internal, to achieve optimal outcomes.
8. Commitment to adhering to the Council code of conduct and values.

#### **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Accountable for ensuring compliant application of the legislative framework for privacy matters and the Freedom of Information Act (Vic) 1982 across the organisation.
- Authorised to make decisions in accordance with the requirements of the Freedom of Information Act (Vic) 1982.
- Freedom to act is governed by clear legislative, policy and procedural frameworks.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures.

#### **JUDGEMENT AND DECISION MAKING:**

- Autonomously responds to requests, issues and complaints about privacy and freedom of information matters after collating all the relevant supporting information.
- Makes decisions as required by and in accordance with governing privacy legislation and the Freedom of Information Act (Vic) 1982.
- Collates responses to Regulators in relation to privacy and freedom of information appeals or complaints.
- Ability to investigate matters and resolve issues based on the available evidence.
- Counsel and guidance may not always be available in time to make a decision.

#### **SPECIALIST SKILLS AND KNOWLEDGE:**

- Sound understanding of leading governance process and procedure.
- Strong commercial and political acumen with the ability to work effectively and efficiently in a sensitive and/or confidential environment.
- Expert knowledge of the City's internal processes and procedures.
- An innate understanding of legislative and regulatory frameworks for privacy and freedom of information, and the principles underpinning them.

**MANAGEMENT SKILLS:**

- Competent self-management skills with the ability to effectively apply resources in order to achieve outcomes.
- Capacity to monitor and manage individual contribution and competing workflows to achieve leading service delivery and performance.
- Ability to provide effective and inspiring leadership to less senior staff.

**INTERPERSONAL SKILLS:**

- Observant, curious and thorough approach to problem solving.
- Excellent written and verbal communication skills with the ability to effectively influence stakeholders, both internal and external, on relevant matters.
- Proactive, positive, empathetic and professional attitude with a flexible approach.
- Committed to working as an effective member of the Governance team and upholding the Council's values in all aspects of work.
- Inclusive and collaborative with all stakeholders.

**QUALIFICATIONS AND EXPERIENCE:**

- Experience in implementing and providing operational support for privacy and freedom of information policy, process, practice and procedure.
- Tertiary qualification in a relevant field would be highly desirable.

## HOW TO APPLY

**Applications close:** 5:00pm Friday 21 July 2017

**Contact Person:** Rebecca Leonard, Executive Manager – Governance & Legal Services, 03 5272 5105

Submit your online application at <https://www.geelongaustralia.com.au/employment>

If you are unable to submit an online application please send your application to:

Recruitment Administration Officer  
People & Organisation Development  
City of Greater Geelong  
PO Box 104  
GEELONG VIC 3220

### ***Privacy Statement***

*The collection and handling of personal information is carried out in accordance with Council's Privacy Policy, which is displayed on Council's website and which is available for inspection at, or collection from, Council's Customer Service Centres.*