

## Freedom of Information & Privacy Officer

### Position Detail

<b>Reports To</b>	General Counsel	<b>Group</b>	Legal Services
<b>Classification</b>	ASA 7B	<b>Location</b>	Canberra preferred, other locations considered
<b>Reports – Direct Total</b>	0	<b>Job type</b>	Full Time

### Organisational Environment

Airservices Australia (Airservices) is Government-owned Commonwealth Corporate Entity which plays a vital role in managing critical infrastructure and providing services to industry. Each year we manage over four million aircraft movements carrying more than 156 million passengers and provide air navigation services across 11 per cent of the world's airspace. We operate 29 air traffic towers at international and regional airports and provide aviation rescue fire-fighting services at 26 Australian airports.

We are in the midst of a once-in-a-century transformation, adapting our services to meet the needs of emerging airspace users, new aerodromes, and innovative crewed and uncrewed aircraft. We strive to ensure the safety of our skies while balancing environmental and social responsibilities.

### Primary Purpose of Position

Airservices is seeking a highly experienced and self-driven Freedom of Information (FOI) and Privacy Officer to take full ownership of our FOI and privacy functions. This is a pivotal and standalone role, with no direct reports, requiring a resilient individual who can manage and improve both functions independently. As the sole resource responsible for these critical areas, you will be tasked with ensuring compliance with the Freedom of Information Act 1982 (FOI Act) and Privacy Act 1988), while driving continuous improvements and managing risks autonomously. Your input and proactive approach will be vital to the success of Airservices' compliance and privacy initiatives.

### Accountabilities and Responsibilities

The key responsibilities of the role include:

- Independently manage and lead the FOI and privacy functions, acting as the sole decision-maker for all FOI requests and privacy matters.
- Provide expert advice and guidance on compliance with the FOI Act and Privacy Act and ensure Airservices adherence to legal obligations.

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Position Description

- Oversee the response to privacy inquiries, data breaches, and privacy complaints, working directly with internal stakeholders to manage incidents.
- Drive continuous improvements across the FOI and privacy functions to ensure efficiency and effectiveness.
- Design and implement policies, procedures, and training programs to foster a culture of compliance and raise awareness of FOI and privacy obligations.
- Develop and maintain relationships with key external stakeholders, including the Office of the Australian Information Commissioner (OAIC).
- Manage reporting requirements, providing updates to the CEO and Executive Team on FOI and privacy performance, incidents, and compliance.
- Work independently with minimal oversight, showing resilience and initiative to solve complex challenges.
- Team
  - Contribute to team continuous improvement activities and initiatives

### Key Relationships

- The Legal Services team.
- Airservices' Portfolio, Program and Project teams
- A range of different business units, including Technology Enablement, Service Delivery, ARRFs, Procurement, etc as required.
- External legal providers engaged by Airservices.

### Skills, Competencies and Qualifications

#### Qualifications

- Minimum of 10 years' PQE FOI / Privacy experience
- Tertiary qualifications in law are preferred, though equivalent experience in the FOI and privacy fields will be highly regarded.

#### Skills, Competencies and Experience

- **Expertise.** Proven experience in leading FOI and Privacy function, including in depth understanding of the Freedom of Information Act 1982 and the Privacy 1988 and acting as a statutory decision maker. Expertise in managing data incidents and data breaches.
- **Independence and Initiative.** Ability to work autonomously with minimal oversight and making independent decisions. Demonstrated resilience and problem solving skills.
- **Stakeholder Engagement and Communication.** High level communications skills to engage with internal and external stakeholders. Ability to build and maintain effective relationships with key external parties, including the OAIC. Proven ability to deliver training and raise awareness of FOI and Privacy obligations.
- **Policy and Process Management.** Ability to design policies and procedures and training programs to ensure compliance. Strong reporting competency to executive leadership on FOI and privacy matters.
- **Continuous Improvement & Innovation.** Proactive in driving continuous improvement.
- **Technical proficiency:** advanced skills in Microsoft Office, Adobe Professional and Sharepoint for document management, reporting and data handling.

## Performance Standards and Behaviours

As a member of Airservices, you will be expected to consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect, and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential, or perceived conflict of interest
- Behaving in a way that upholds our vision, mission, and values, and promotes the good reputation of Airservices.