POSITION DESCRIPTION

Position Title: Right to Information and Privacy Coordinator
Organisation Unit: Governance and Risk Division
Type of Employment: Full-time, continuing
Classification: HEW Level 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience –the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

V5. October 2016
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://university.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Governance and Risk Division provides leadership, strategic direction and management to enable effective and efficient governance and risk management towards delivering the University’s planned outputs and outcomes.

The Division is responsible for the development and management of the University’s enterprise-wide governance, risk management, compliance and procurement frameworks facilitating their adoption, and providing assurance on their effectiveness.

The Division comprises the following specific functions and teams:

- Enterprise Governance
- Enterprise Risk Services
- Enterprise Insurance Services
- Enterprise Compliance Services
- Enterprise Procurement Services
- Corporate Services
- Internal Audit

Enterprise Governance Services is responsible for ensuring the University has effective and efficient governance system of internal controls. Included in this is the management of the University’s obligations under the Right to Information Act 2009 and the Information Privacy Act 2009 and fit for purpose policies and procedures.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this role is to ensure the University complies with the Right to Information Act 2009 (RTI Act) and the Information Privacy Act 2009 (IP Act).
Duties

Duties and responsibilities include, but are not limited to:

RTI and IP applications

- Perform the functions of the University’s delegated decision-maker for applications made under the RTI Act and Chapter 3 of the IP Act
- Maintain a disclosure log in accordance with section 78 of the RTI Act
- Give advice to the Chief Operating Officer in relation to RTI and IP applications for internal review
- Liaise with the Office of the Information Commissioner (OIC) in relation to RTI and IP applications for external review

Other responsibilities in relation to the RTI Act

- Update and implement the University’s policy on access to information
- Give advice in relation to the RTI Act to University staff, students and the community
- Develop and deliver training for University staff about the operational requirements of RTI
- Provide details to the Department of Premier and Cabinet that are relevant to reports to be tabled under section 185 of the RTI Act, in accordance with advice from the Department of Premier and Cabinet.

Other responsibilities in relation to the IP Act

- Establish a register of classes of personal information collected and managed by the University to enable the University to comply with IPP 5. Ensure this information and details about how it may be accessed are regularly updated and made publicly available.
- Develop and implement the University’s privacy policy in accordance with the IP Act
- Liaise with the OIC and the General Counsel in relation to privacy complaints that are the subject of external review
- Give advice in relation to the IP Act to University staff, students and the community
- Develop and deliver training for University staff about the operational requirements of the IP Act

Other responsibilities

- Where required or instructed and in consultation with the policy owners, critically evaluate, review and help develop University policies and procedures to ensure alignment with the University’s risk appetite and strategic objectives
- Where required or instructed, assist and support other areas of the Division including Compliance and Enterprise Risk Management.
- Manage the collection, assembly and production of court documents that the University is required to produce as part of the legal process
- Provide advice in relation to information and privacy obligations in agreements the University is requested to sign.
Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Manager, Enterprise Governance.
SELECTION CRITERIA

Qualifications

Essential

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Highly developed oral and written communication skills, including the ability to prepare high quality written documentation that articulates justifications for outcomes
- Knowledge of administrative law principles, and ability to make sound decisions under relevant legislation and to apply privacy principles
- Ability to exercise initiative and judgment
- Experience in policy analysis, policy development and implementation
- Integrity, discretion, diplomacy and sensitivity in communicating with a wide range of client groups

Desirable

- Demonstrated ability to liaise and negotiate with senior executives
- The ability to effectively prioritise competing work demands, to work under pressure and to meet strict time limits
- An understanding of the application of privacy principles or working as a decision maker in relation to applications made under the Right to Information Act 2009, the Information Privacy Act 2009 or the Freedom of Information Act 1992
- Experience working in a governance and investigative or compliance-based role

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applicants are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.