

Privacy Officer

Position Description

Division	Finance & Corporate Services	Department	Governance & Executive Services
Reports To	Manager Governance & Executive Services	Direct Reports	No

Position Purpose

This position is responsible for leading and managing the information privacy functions of Council in accordance with the requirements of the Information Privacy Act 2009, relevant regulations and industry best practice.

Responsibilities & Outcomes

As a Privacy Officer and member of the Governance & Executive Services department you will:

- lead and manage Council's privacy program in a manner that supports strategic privacy principles, mission and values
- lead the development and implementation of strong systems, frameworks, and protocols relating to the management of privacy within Council
- be the first point of contact for privacy matters, providing specialist advice and administration that requires a high degree of judgement, confidentiality and the ability to interpret legislation, in particular the Information Privacy Act 2009
- lead the development and delivery of effective and consistent policy and practices, and customised documentation relating to Information Privacy to internal departments
- consult with Council departments to ensure privacy is integrated into all Council operations, with authority to recommend actions in respect of privacy matters
- oversee and manage the completion of privacy action items to strengthen and elevate Council's privacy maturity
- develop and conduct privacy training and awareness (including targeted training for key areas)
- manage Council's privacy impact assessment program, including by maintaining internal privacy impact assessment template documents, consulting with project teams on privacy matters, overseeing the completion of privacy impact assessment, and management of identified privacy risk
- operate with a high level of autonomy and leadership to implement organisational excellence in relation to privacy
- be responsible for internal and external reporting obligations relating to privacy
- assist with other governance related information/administrative processes as directed
- in consultation with the legal department, manage the investigation of privacy complaints submitted to Council, ensuring that complainants are informed on progress and outcomes
- engage professionally with a range of organisational stakeholders, members of the public, representatives from other Local and State government agencies, and Council officers in relation to queries regarding the abovementioned Act
- contribute to a positive team environment in order to achieve a high performance, continuous improvement and customer focused culture

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours in this role.

Decision Making

Budget	N/A
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Excellent knowledge and application of the Information Privacy Act 2009 and related regulations.
- Demonstrated experience in privacy, data protection, privacy law, security, risk management, information management, auditing and/or compliance.
- Proven ability to deal with sensitive, complex matters appropriately and confidentially.
- Excellent communication skills including presentation skills and the ability to prepare high quality written reports, correspondence, training materials and other documentation as required.
- Excellent multi-tasking and time management skills to effectively manage conflicting priorities and meet statutory timeframes.
- Demonstrated ability to lead and manage new initiatives and change
- Well-developed interpersonal and engagement skills and an ability to interact effectively with all levels of the organisation.
- Ability to work as part of a team and contribute to a positive work environment with a strong focus on quality customer service.

Qualifications

- No mandatory qualifications are required to undertake this position, however relevant experience in relation to managing privacy matters, familiarity with interpreting legislation including the Information Privacy Act 2009, and developing policies and procedures is essential. Legal background and qualifications are well regarded, but not required.
- Current "C" Class Driver's Licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.