

Position Description

Position Title:	Governance Information Officer
Position Number:	LEG027
Department:	Legal Services
Reports To:	Manager Legal Services
Supervises:	Nil

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

Legal Services

Legal Services Department is responsible for the delivery of legal services to the organisation by providing support to the CEO, Directors and Managers in order to help achieve Council's objectives while protecting its interests.

Position Purpose

Process information access applications under the *Right to Information Act 2009* and the *Information Privacy Act 2009* and provide assistance and support to the resolution of administrative action complaints under the *Local Government Act 2009*.

Specific Accountabilities

Description
Organising and Operating
Process information access applications under the <i>Right to Information Act 2009</i> and the <i>Information Privacy Act 2009</i> in accordance with legislation and Council policies.
Interact professionally, courteously and respectfully with members of the public, representatives from other Local and State government agencies, and Council officers in relation to applications/complaints received under the abovementioned Acts.
Process subpoenas, Evidence Act requests, notices of non-party disclosure and other requests for information in accordance with legislation and Council policies.
Communicate with, and provide advice and assistance to, Council departments and external stakeholders on Right to Information and Information Privacy matters including administrative release enquiries.
Assist with Council's administrative and decision- making processes associated with applications/complaints received under the abovementioned Acts.
Assist with developing and reviewing Council policies and guidelines relating to the abovementioned Acts as required.
Assist with other governance related information/administrative processes as directed.
Quality and Compliance
Record relevant information/data in Council's electronic records management system about applications/complaints received and ensure appropriate reporting is available as required.



Work location

You may be required to perform your role from any work location within the region.

Diversity undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Position Dimensions

Staff Resources: Nil
Section or program budget: Nil

Decision Making Authority

Policy: Interprets and applies policies

Delegations: Delegations under the *Local Government Act* and and as directed and published in Council's *Delegations Register*

Knowledge, Experience, Qualifications and Attributes

- Demonstrated knowledge of the Right to Information Act 2009 and the Information Privacy Act 2009 and related regulations.
- Relevant experience in processing Right to Information and Information Privacy applications with sound analytical skills, an attention to detail, as well as the ability to proactively communicate with applicants and stakeholders.
- Demonstrated relevant experience in a similar role or a role requiring a similar skill set.
- Excellent multi-tasking and time management skills to effectively manage conflicting priorities and meet statutory timeframes.
- High level written and communication skills and demonstrated technical proficiency in the use of redaction and editing software, and other Right to Information related processes.
- 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.

- No mandatory qualifications are required to undertake this position, however relevant experience in interpreting legislation, researching case law and processing Right to Information and Information Privacy applications is essential.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on any proposed change and it is expected that employees will be consulted as part of this process.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____