Position Description

College/Division: Scholarly Information Services
Faculty/School/Centre: Scholarly Information Services
Department/Unit: 
Position Title: Senior Privacy Officer
Classification: Senior Manager 1
Position No: 35169
Responsible to: Director, Scholarly Information Services
Number of positions that report to this role: 0
Delegation(s) Assigned: D8

PURPOSE STATEMENT:
The Senior Privacy Officer is primarily responsible for overseeing the management and implementation of Privacy at the University including reviews of the ANU Privacy Policy and related documents, providing advice and training of privacy matters and development of Privacy Impact Assessments. A major focus will be the establishment and implementation of significant guidance and work processes around Privacy Impact Assessments. Ensuring the University complies with legislation and reporting requirements will require significant liaison with academic and administrative areas in the university.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Senior Privacy Officer reports to the University Librarian and works closely with the Information Security and Information Governance teams, contributing to the development of policy, planning and implementation of privacy activities and to the provision of high-level advice relating to privacy to the wider University community, working collaboratively across ANU campuses. The Senior Privacy Officer acts as a subject matter expert in the management of Privacy issues for the University.

Role Statement:
Under broad direction, the Senior Privacy Officer will:

1. Provide timely and strategic advice on policy matters relating to privacy including ANU policies and procedures and changes in legislation. In consultation with records creators, review records management policies, procedures, guidelines and work practices, to ensure they are fit for purpose, and communicate these through relevant media of the University;
2. Develop, implement and manage a workflow system for handling Privacy requests for information and complaints;
3. Oversee the framework for ensuring ANU is compliant with the legislation and ANU policies and procedures;
4. Ensure the ANU community is informed and capable to understand privacy issues and behave in compliance with the university’s requirements through delivery of training, communications and
support activities;
5. Review the University’s needs for activities and systems that support a privacy aware and capable workforce, providing analysis of risks and recommendations and strategies for improvement;
6. Provide advice and develop internal processes to ensure Privacy Impact Assessments are delivered to meet the University’s needs, ensuring compliance with legislative and policy requirements;
7. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling; and
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Relevant postgraduate qualifications, management expertise and/or demonstrated extensive experience providing privacy specific advice in a complex administrative environment or an equivalent combination of relevant experience and qualifications. Legal qualifications would be highly regarded.
2. Proven experience providing strategic advice, planning and reporting to senior management and demonstrated ability to provide high-level advice on privacy related issues and legislative matters.
3. Demonstrated high-level organisational skills and the ability to strategically prioritise workloads and use sound judgement in decision making, together with a demonstrated record of accomplishment in relation to strategic goals and process improvements through the adoption of innovative approaches.
4. Demonstrated high level interpersonal and communication skills, both written and oral, including demonstrated experience liaising effectively with key internal and external stakeholders and proven experience producing complex management documents.
5. Demonstrated ability to mentor staff, successfully work within a diverse team and support a culture of strong commitment to quality service delivery in a changing work environment.
6. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety in the workplace and a commitment to the application of these principles in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

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References:
- Professional Staff Classification Descriptors
- Academic Minimum Standards

For assistance please contact HR Division Ph. 6125 3346