

## Freedom of Information (FOI) Officer – Legal Services

### Role data

<b>Position no.</b>	TBC	<b>Work Area Profile</b>	Legal Services
<b>Work Level Classification</b>	Level 5	<b>Directorate/Business Unit</b>	Regulatory Operations
<b>Reports to (role)</b>	Senior FOI Officer – National Information Release Unit – Legal Services	<b>Location</b>	Brisbane
<b>No. direct reports</b>	Nil	<b>No. of indirect reports</b>	Nil
<b>Version date</b>	12 July 2018	<b>Tenure</b>	Various

### Work area profile

AHPRA's overall mission is to protect the public by regulating health practitioners efficiently and effectively in the public interest to facilitate access to safer healthcare for all the community. Website: [www.ahpra.gov.au](http://www.ahpra.gov.au)

Regulatory Operations National legal services provides high quality legal input and advice at key points of AHPRA's regulatory processes under the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law). The national team manages the risks associated with individual legal cases and conducts the regulatory litigation (civil, disciplinary and criminal) on behalf of the Boards and AHPRA. It also provides strategic and policy related legal advice to ensure that AHPRA and National Boards comply with relevant legislative requirements and obligations.

### Role purpose

Reporting to the Senior Freedom of Information (FOI) Officer – National Information Release Unit – Legal Services, the FOI Officer – National Information Release Unit – Legal Services is to facilitate the right of every person to obtain access to information held by AHPRA, each of the National Boards and the Agency Management Committee in accordance with the Freedom of Information Act 1982 and/or Privacy Act 1988, unless exemptions apply.

### Key Accountabilities

- Process applications for access to documents and amendment / annotation of personal records and make decisions under the Freedom of Information Act 1982 (FOI Act).
- Process requests for access to, and correction of, personal information under the Privacy Act 1988 (Cth).
- Assist the freedom of information and information privacy internal review decision-makers to deal with and determine internal reviews.
- Manage external reviews to the Administrative Appeals Tribunal.
- Consider and apply the best solution to each matter by assessing all situations effectively.
- Provide advice and recommendations to staff and managers on FOI requests.
- Liaise with relevant program areas within AHPRA, the National Boards and external agencies as required to process requests for information under the FOI Act and Privacy Act including searching and collating relevant information.

- Provide advice and information to staff and managers in other program areas around the interpretation and application of the FOI Act and Privacy Act 1988 to support the decision making process.
- Liaise with the National Health Practitioner Ombudsman and Privacy Commissioner on complaints in respect of FOI and privacy matters.
- Act as a trusted business partner and escalation point for more complex matters under the FOI Act and Privacy Act.
- Review, assess, recommend and implement process improvement changes to improve efficiencies within the FOI team.
- Maintain a database of all FOI and privacy requests.
- Manage compliance with statutory timeframes for processing FOI requests.
- Manage compliance with AHPRA's reporting obligations and requirements and prepare reports on all FOI and privacy matters.
- Other duties as directed by the Senior FOI Officer – National Information Release Unit – Legal Services.
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants. This means to:
  - Take reasonable care for own and others' health, safety and wellbeing;
  - Adhere to AHPRA's workplace health, safety and wellbeing policies and procedures.

## Capabilities for the role

The AHPRA [Capability Framework](#) applies to all AHPRA employees. Below is the complete list of capabilities and proficiency level required for this position.

Values	Capabilities	Proficiency Level
<b>Service</b>	Commits to customer service	Intermediate
	Displays leadership	Foundation
	Generates and delivers the strategic vision	Intermediate
	Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Advanced
<b>Collaboration</b>	Builds constructive working relationships	Intermediate
	Communicates effectively	Intermediate
<b>Achievement</b>	Demonstrates accountability in delivering results	Intermediate
	Uses information and technology systems	Intermediate
	Displays personal drive and integrity	Intermediate

## Qualifications/experience

Qualifications/Experience	Required
<b>Qualifications</b>	A degree in law and eligibility to hold an employee level practising certificate or equivalent qualification and/or relevant experience.
<b>Experience</b>	<p>Demonstrated experience in the interpretation of legislation, policies, protocols and their application.</p> <p>Demonstrated experience in the development of policies, guidelines and procedures including proven ability to undertake research.</p> <p>Demonstrated experience in resolving technical problems through the application of advanced analytical skills.</p> <p>Demonstrated experience in the provision of advice and recommendations.</p> <p>Highly developed writing, analytical and conceptual skills with the ability to develop creative solutions to problems.</p> <p>Highly developed interpersonal skills and the ability to establish productive and collaborative working relationships with a wide range of stakeholders.</p> <p>Highly developed organisational skills, including the ability to plan, prioritise and manage competing tasks and deadlines.</p>

## Key relationships

Internal Relationships	External Relationships
National Director – Legal Services	Legal firms
National Manager/s – Legal Services	Registered health practitioners
State and Territory Managers	General public National Health Practitioner
Senior Legal Advisor – Information and Release	Ombudsman and Privacy Commissioner
Senior FOI Officer – Legal Services	
National Legal Services streams	