

Senior Freedom of Information (FOI) Officer – Legal Services

Role data

Position no.	E10918	Work Area Profile	Legal Services
Work Level Classification	Level 6	Directorate/Business Unit	Regulatory Operations
Reports to (role)	Senior Legal Advisor – National Information Release Unit – Legal Services	Location	Melbourne or Sydney
No. direct reports	Nil	No. of indirect reports	One
Version date	19 December 2018	Tenure	Fixed term, fulltime

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

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 Legal Advisor – National Information Release Unit – Legal Services, the Senior 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

- Manage all freedom of information requests regarding access to documents and amendment/annotation of personal records and exercise delegated decision-making powers under the Freedom of Information Act 1982 (Cth) (FOI Act).
- Manage all requests for access to, and correction of, personal information under the Privacy Act 1988 (Cth).
- Assist with responses to subpoenas, warrants and other compulsive notices, and requests for information under the National Law
- Assist the freedom of information and information privacy internal review decision-makers to deal with and determine internal reviews.
- Manage/assist with matters on merits review to the National Health Practitioner Ombudsman and Privacy Commissioner or relevant Tribunal.
- Assist with the Information Publication Scheme and FOI Disclosure Log under the FOI Act.
- Recommend solutions or alternative courses of action within organisational policies, procedures and the under the FOI Act and Privacy Act.

- 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 information, advice and training to staff and managers in other program areas around the interpretation and application of the FOI Act and Privacy Act 1988.
- 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 FOI team.
- Manage the daily operations of the FOI team.
- Maintain a database of all FOI and privacy requests.
- Establish and maintain systems to manage compliance with statutory timeframes for processing FOI and privacy 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 Legal Advisor – 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.
- People Management: Achieving organisational goals by effectively managing the team's and team members' workplace performance. This means to:
 - Enhance and encourage direct reports' potential through development and coaching activities;
 - Take actions to close identified performance gaps in a timely and effective manner;
 - Comply with AHPRA performance objectives setting, review and development processes;
 - Motivate direct reports' behaviour by providing clear direction and recognition of achievements as well as personally modeling AHPRA standards of behaviour.

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

Qualifications/experience

Qualifications/Experience	Required
Qualifications	A degree in law or equivalent qualification and/or relevant experience.
Experience	<p>Comprehensive understanding of Freedom of Information, Privacy and/or Administrative law and governance, particularly as required in a statutory or regulatory environment.</p> <p>Demonstrated experience in the development of policies, guidelines and procedures including proven ability to undertake research.</p> <p>Demonstrated experience in the interpretation of legislation, policies, protocols and their application.</p> <p>Demonstrated experience in the provision of advice and recommendations.</p> <p>Demonstrated experience in resolving technical and legal problems through the application of advanced analytical skills.</p> <p>Advanced writing, analytical and conceptual skills with the ability to develop creative solutions to problems.</p> <p>Advanced interpersonal skills and the ability to establish productive and collaborative working relationships with a wide range of stakeholders.</p> <p>Advanced 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 – Legal Services	Registered health practitioners
State and Territory Managers	General public
Senior Legal Advisor – National Information Release Unit, Legal Services	National Health Practitioner Ombudsman and Privacy Commissioner
Legal Advisor – National Information Release Unit, Legal Services	
Records Management, Business Services	
National Legal Services teams	