

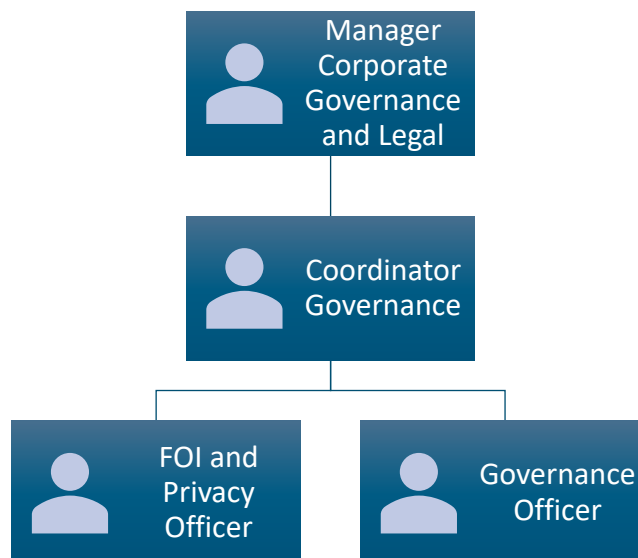
FOI AND PRIVACY OFFICER

Position Number:	P061017
Banding/Remuneration:	Band 6 – Part time 0.6FTE
Division/Branch:	City Services / Corporate Governance & Legal
Reports To:	Coordinator Governance
Date Approved:	October 2024

Position Objectives:

This role fulfills the critical function of Freedom of Information (FOI) and Privacy Officer within the Monash City Council. The role will be responsible for managing and determining FOI requests and building a great FOI culture and understanding within the Council. The role will also serve as Privacy Officer, providing advice on privacy matters.

Team Structure:



Key Responsibility Areas:

Freedom of Information

The position will be the main decision maker for the Council on FOI matters. The incumbent will be able to provide guidance, leadership and specialist advice on the application of the Freedom of Information Act 1982 to ensure that Monash meets its statutory Obligations.

The incumbent will be required to process complaints and complete reporting of FOI activities. This will also include liaising with key stakeholders to ensure that FOI requirements are met.

The role will be supported by the Coordinator Governance who will assist in the management of complex FOI requests and the development and implementation of broader FOI policy.

Privacy

The position will be the main point of contact in the organisation for privacy complaints and other matters relating to privacy and personal information.

This will include providing advice, support and assessment of processes, projects and systems against the Information Privacy Principles.

Accountability and Extent of Authority:

- Make decisions in relation to FOI matters as an authorised officer within the Council
- Provide authoritative advice and guidance in relation to privacy and FOI matters
- The incumbent will be expected to provide advice and guidance on privacy impact assessments, collection statements and other policy positions
- Main point of contact for requests to access CCTV footage and will make recommendations based on legislation and policy

Judgement and Decision Making:

- As an authorised person making decisions on FOI matters
- Apply FOI legislation and Council policy to make decisions
- Consider the regulatory framework and the broader integrity framework in making decisions
- Ability to influence across the organisation to promote a strong FOI and compliance culture
- Guidance and advice is usually available

Specialist Knowledge and Skills:

- Experience in FOI management and legislation
- Experience in Privacy management and legislation
- Ability to read and interpret legislation and case law
- Excellent written and verbal communication skills
- Excellent stakeholder engagement skills

Management Skills:

- To manage time and work priorities within a statutory framework
- Ability to work effectively with multiple stakeholders

Interpersonal Skills:

- Excellent written and verbal communication skills
- Analytical capabilities
- Problem solving with others
- Negotiation and influencing skills
- Leading and motivating others

Qualifications and Experience:

- Experience in the application of the Freedom of Information Act and the Privacy and Data Protection Act
- Excellent written communication skills
- Experience in interpreting and applying legislation and case law
- Excellent attention to detail
- Good time and project management with the ability to influence others to ensure own deadlines are met

Key Selection Criteria:

- Experience in the application of the Freedom of Information Act and the Privacy and Data Protection Act
- Experience in reading and applying legislation in order to exercise statutory functions and powers
- Experience in understating and applying decisions from agencies and tribunals to your own decision making
- Excellent communication skills including the ability to distil complex statutory ideas into understandable communications
- Excellent time management and project management skills

Organisational Context:

The City of Monash has a growing, passionate and cosmopolitan population estimated around 193,000 residents (2021). We are one of Victoria's leading Councils, serving a large well-established community with very highly skilled and well-educated population. Monash is a proud multicultural community with almost half of our community born overseas and coming from more than 106 countries.

These key directions are driven by a commitment to a sustainable city, inclusive services, enhanced places and good governance, across five (5) Divisions:

- Executive
- City Development
- City Services
- Corporate Services
- Community Services

Our Vision: "To be the most liveable city in Victoria"

Our Mission: "Make a difference through commitment, leadership and expertise."

Our Values:

- **Accountability**
We are responsible for our actions and behaviours every day.
- **Respect**
We value diversity and appreciate others.
- **Teamwork**
We work collaboratively to achieve shared goals.

*Monash Council is committed to be a **flexible, safe, equal, and inclusive workplace** where we embrace and support diversity.*

We are committed to being a child safe organisation and have zero tolerance to child abuse.