

POSITION DESCRIPTION

Legal and Risk
University Services

Privacy Coordinator and Freedom of Information Coordinator

POSITION NUMBER	0037224
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PCS 8 - \$99,199 - \$107,370 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Fixed Term (Replacement Staff Member) for 12 Months
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Name: Kathryn Dan Tel: +61 3 8344 7935 Email: kdan@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

LEGAL AND RISK

Legal and Risk delivers high-quality, integrated, expertise-based professional services and advice to facilitate agile decision making and enable external compliance in support of the University's operations and purchases.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous strive to service for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

This is a senior role with a focus on promoting and enabling compliance with internal and external regulatory obligations relating to information management. The incumbent works under broad direction with a significant degree of autonomy and is responsible for providing specialist case management and advice in two distinct but related functional areas, privacy and freedom of information.

The Privacy Coordinator supports the functions of the Privacy Officer by championing privacy compliance across the University. This includes independently managing privacy enquiries, complaints and breaches and developing and delivering policies, processes and awareness programs to educate staff on their legal obligations in relation to information privacy.

The Freedom of Information Coordinator supports the functions of the Freedom of Information Officer by providing specialist case management of requests for documents under the *Freedom of Information Act 1982* (Vic). This involves working closely with stakeholders in all business units across the University, as well as external parties and regulatory authorities to deliver outcomes within strict legislated timeframes.

This role has broad impact across all areas of the University (including Chancellery, University Services and academic divisions) and provides leadership in their area of responsibility. The incumbent is required to exercise significant initiative, judgement and influence on privacy and freedom of information matters.

Reporting line: Manager, Policy and Compliance Education

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: none

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: University wide

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's regulatory framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Manage privacy enquiries, complaints and breaches with appropriate levels of sensitivity and confidentiality. This includes coordinating the conduct of investigations, drafting the University's response and seeking legal advice where appropriate.
- Provide specialist case management of requests for documents under the *Freedom of Information Act 1982* (Vic) within strict legislated timeframes. This includes assessing applications, consulting with internal and external stakeholders, exercising a high level of judgement in the application of exemptions and preparing determinations.
- Provide specialist strategic advice and recommendations to senior and executive members of staff in Chancellery, University Services and academic divisions (including the Vice-Chancellor, Provost, University Secretary, General Counsel and deans or heads of academic departments) on complex or sensitive privacy and freedom of information issues that have University-wide impact with associated reputational risk.
- Propose well-structured solutions to complex privacy and freedom of information matters that complement existing policies, processes and external regulatory requirements.

- Identify and mitigate broader strategic, reputational and operational risks associated with privacy and freedom of information activities, working closely with the Privacy Officer and Freedom of Information Officer in Chancellery, the General Counsel and Executive Director, Legal and Risk and External Relations to achieve outcomes that are in the best interest of the University.
- Communicate with senior and executive members of staff across the University about privacy and freedom of information matters with influence and persuasion.
- Lead the development and implementation of policies, processes and awareness programs to support compliance with regulatory requirements with University-wide impact in privacy, freedom of information and records management.
- Build and maintain critical relationships with external state/federal regulatory and judiciary bodies on privacy and freedom of information matters and cases.
- Develop, deliver, evaluate and improve education and training regarding privacy and freedom of information laws and, from time to time, other regulatory compliance areas.

Selection Criteria:

Education/Qualifications

1. A degree with relevant experience; extensive experience and broad knowledge in the field; or an equivalent combination of relevant professional experience and/or education and training.

Knowledge and skills:

2. Demonstrate the University Services values of:
 - a. 'University First' by acting in the best interest of your employer,
 - b. 'Service Excellence' by striving to deliver beyond expectations and taking ownership of the delivery, and
 - c. 'One Team' by working collaboratively, connecting with people and building relationships in your workplace.
3. Demonstrated ability to interpret and apply legislation in a complex organisational context and to advise others on the application of legislation to new or complex situations.
4. Demonstrated ability to integrate knowledge of internal and external regulatory requirements with operational requirements and objectives of a large organisation with a diverse range of functions.
5. Highly effective stakeholder management skills, with the ability to build and maintain effective working relationships with staff at all levels of an organisation.
6. Demonstrated ability to influence others and negotiate outcomes persuasively.
7. Demonstrated ability to exercise sound judgement and objective, evidence-based reasoning in decision making processes.
8. Highly developed written and verbal communication skills, with demonstrated ability to develop high-quality written materials in a legal context and to develop and deliver presentations for large audiences.

9. Exceptional organisational skills, with demonstrated ability to work autonomously and flexibly under pressure, manage competing demands and prioritise workload to meet deadlines in a busy environment.