

POSITION DESCRIPTION

Legal and Risk
University Services

Associate Director, Information Governance and Engagement

POSITION NUMBER	0033789
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PSC 10B - \$157,633 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
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	Shelley Green Tel +61 3 83442612 Email greens@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 purposes.

The Information Governance and Engagement team provides services to support the University's Regulatory Framework (<https://www.unimelb.edu.au/governance/regulatory-framework>) and assist the University to meet compliance obligations in records management, privacy and data protection and Freedom of Information.

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 desire to strive for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

The Associate Director, Information Governance and Engagement is a senior role within the Legal and Risk team. The Associate Director provides high-quality expertise-based advice and leads operational delivery of services to support regulatory and compliance functions including records and information management, privacy, policy management, process management and Freedom of Information. The incumbent develops and leads significant enterprise-wide projects to support legally compliant, efficient and effective management of the University's risks with respect to records and information management, privacy (domestic and international laws), policy, process, and information access. The Associate Director leads and develops staff to provide high quality, customer-focused expert services to multiple stakeholders and

to continuously improve University performance in managing policy, process, records, Freedom of Information and privacy and data protection.

Reporting line: Executive Director, Legal and Risk and General Counsel

No. of direct reports: 2

No. of indirect reports: 11 to 15

Direct budget accountability: #

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Extensive

Judgement: Significant

Operational context: University-wide and external

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 risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Provide high level strategic advice on complex issues relating to information governance, records management, privacy, data protection, Freedom of Information, University policy management and process management
- Engage, inform and influence stakeholders on strategic direction and policies relating to records, data and information management, privacy (both domestic and international legal regimes as applicable to the University), Freedom of Information, and University policy and process management
- Accountable for provision of Freedom of Information and privacy case management and complaint handling in accordance with external regulatory requirements (domestic and international) and internal policy, including consultation and management of sensitive issues with internal and external stakeholders
- Plan, design and deliver programs that support business effectiveness and innovation with sound records and information management governance, systems and infrastructure, engaging and partnering with other areas to ensure delivery of quality outcomes
- Lead and oversee operational implementation of policy and process components of the University's Regulatory Framework

- Enable delivery of training and education in records and information management, privacy and data protection, process development and policy management to staff across the University
- Lead a team of specialised professionals to deliver on portfolio goals and coach the team to continuously grow professional skills and customer service and partnering capability.
- Undertake business planning and budget management within Legal and Risk portfolio and for strategic projects
- Review complex systems and operations to provide innovative, pragmatic and practical solutions in core accountability areas

Selection Criteria:

Education/Qualifications

1. The appointee will have: recognised postgraduate information management qualifications and extensive experience, or an equivalent combination of relevant experience and education and training

Knowledge and skills:

2. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.
3. Extensive relevant experience with a large, complex organisation (preferably within the higher education sector) in developing actionable and pragmatic infrastructure for records and information management, Freedom of Information, privacy and data protection, and policy and process administration within a regulatory environment
4. Demonstrated ability to proactively build and manage quality relationships with internal and external stakeholders and to communicate with influence
5. Highly developed leadership skills and experience in managing teams of specialised staff providing services in a fast-paced and complex compliance environment
6. Excellent interpersonal and communication skills including the ability to represent the organisation externally
7. Demonstrated ability to exercise initiative, independent judgement and apply problem-solving and planning skills
8. Demonstrated ability to think strategically and provide high level policy advice to senior stakeholders
9. Extensive knowledge and expertise in records management, freedom of information, privacy and data protection