

POSITION DESCRIPTION

Legal and Risk
University Services

Freedom of Information and Privacy Coordinator

POSITION NUMBER	0037224
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 8 - \$103,409 - \$111,927 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full Time (1 FTE) – flexible working arrangements will be considered
BASIS OF EMPLOYMENT	Fixed term available for 12 months
HOW TO APPLY	<p>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.</p> <p>Indigenous applicants are encouraged to apply.</p>
CONTACT FOR ENQUIRIES ONLY	<p>Susan Maye</p> <p>Tel +61 3 9035 4268</p> <p>Email susan.maye@unimelb.edu.au</p> <p>Please <u>do not</u> send your application to this contact</p>

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 deserve to service for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

The Freedom of Information and Privacy Coordinator is a senior role responsible for 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 expert case management and advice in two distinct but related functional areas, privacy and freedom of information (FOI).

The Freedom of Information and Privacy Coordinator supports the functions of the Freedom of Information Officer by managing requests for access to documents under the *Freedom of Information Act 1982* (Vic). The incumbent is required to manage multiple and complex requests concurrently, working closely with stakeholders at all levels across the University, and liaising with external parties and regulators, to deliver outcomes within strict legislated timeframes.

The role also supports the functions of the Privacy Officer by championing privacy compliance and best practice across the University. This includes managing efficient and expert responses to privacy enquiries, complaints and potential privacy breaches. In addition, the incumbent coordinates the University's Privacy Impact Assessment (PIA) function and undertakes reviews and assessments of various and complex projects as part of this responsibility.

The role of Freedom of Information and Privacy Coordinator has broad impact across all areas of the University and is responsible for developing and delivering policies, processes and awareness programs to educate staff on their legal obligations in relation to FOI and privacy. The incumbent is expected to provide leadership and exercise significant initiative, judgement and influence in managing FOI, privacy, and other information management matters.

Reporting line: Manager, Regulatory Advisory Services

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

Core Accountabilities:

- Expert case management of requests for access to documents under the *Freedom of Information Act 1982* (Vic) within strict legislated timeframes. This includes managing multiple complex topical requests concurrently, assessing applications, consulting with internal and external stakeholders, and exercising significant judgement in the application of exemptions and in the drafting of decisions and advice.
- Manage responses to privacy enquiries, complaints and possible breaches in a timely and efficient manner, demonstrating appropriate levels of sensitivity and confidentiality. This includes

coordinating the conduct of investigations, drafting the University's response, seeking legal advice where appropriate, and drafting reports and briefings for senior stakeholders and regulatory bodies.

- Undertake Privacy Impact Assessments (PIA). This involves managing multiple reviews and assessments concurrently, providing timely and expert advice to stakeholders across the University regarding projects of various complexity, identifying strategic considerations and developing solutions to support legislative compliance and business requirements.
- Propose well-structured solutions to complex privacy and FOI matters that complement existing policies, processes and external regulatory requirements.
- Lead the development and implementation of policies, processes and training and awareness programs to support compliance with privacy, FOI and related obligations.
- Identify and mitigate broader strategic, reputational and operational risks associated with privacy and FOI activities, using influence and persuasion in the provision of expert advice to senior University staff, to achieve outcomes in the best interest of the University.
- Build and maintain critical relationships with external state/federal regulatory and judiciary bodies on privacy and FOI matters and cases.
- Support the broader functions of the Regulatory Advisory Services (RAS) team as required, including identifying process improvements and assisting in implementing solutions with a focus on continuous improvement.

Selection Criteria:

Education/Qualifications

1. The appointee will have: 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 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. Expert knowledge of freedom of information, privacy and data protection, health records, and related information and access legislation and processes.
4. Proven expertise in interpreting and applying legislation in a complex organisational context and advising others on the application of legislation to new or complex situations.
5. 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.
6. Highly effective stakeholder engagement skills, using advanced judgement and evidence-based advice and guidance, with significant experience in building and maintaining effective working

relationships with staff at all levels of an organisation, to influence others and negotiate outcomes persuasively.

7. Highly developed written and verbal communication skills, with demonstrated ability to develop high-quality written materials and to develop and deliver presentations for large a variety of audiences.
8. 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.

Desirable:

9. Experience working in, or a sound understanding of, the higher education sector or of government/public sector/large organisational processes
10. Experience in the development and delivery of training and in the development and maintenance of web content and using a web content management system.