

Position Description



Position Title	Manager, FOI and Information Release
Job Group	JG 6
Division	Community The Community division is committed to engaging, educating, and influencing the Victorian community, stakeholders, and our people to ensure the TAC is trusted, empowers our people, fosters a safety-first road culture, and supports delivery of the best outcomes for our clients
Branch	Legislation & Privacy
Location	Geelong
Reports To	Senior Manager – Legislation & Privacy
No. of Direct Reports	10-11
No. of Staff Position Oversees	-
Working with Children Check Required?	No
Financial Delegation	\$10,000
Budget Allocation	Nil

Job Purpose

The Manager, FOI and Information Release leads and manages the TAC's FOI and information release functions, providing authoritative, high quality and practical legal advice on the application of the Freedom of Information Act & the Transport Accident Act. The Manager develops, implements and maintains TAC's strategic enterprise-wide approach to information release, balancing organisational risk and transparency, with legislative obligations. The Manager is responsible for overseeing the end-to-end processing of requests for TAC records and information, ensuring compliance with statutory requirements, timeliness and consistency of decision making and reporting obligations. The Manager leads and develops a high-performing team of FOI officers and administrative staff, supporting psychological safety, capability and continuous improvement in service delivery.

Key Role Accountabilities

1. Leads and manages the TAC's Information Release functions under the *Freedom of Information Act 1982* and the *Transport Accident Act 1986*, as well as external government requests and subpoenas.
2. Provides expert legal and strategic advice on FOI functions, risks and governance to Senior Management, Community EGM and broader TAC Divisions.
3. Oversees the end-to-end processing of requests for TAC records and information, including provision of strategic advice on high profile FOI requests to Senior and Executive Management at TAC, and where necessary the Minister and their office.
4. Provides advice and support in respect to FOI and information release appeals at VCAT.
5. Delivers high-quality data reporting supporting the TAC's response to the Office of the Victorian Information Commissioner's (OVIC) FOI review process, FOI complaints process and annual FOI data reporting.

Our values

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6. Develops and maintains effective internal and external stakeholder relationships across TAC Divisions as well as TAC clients, OVIC, external government agencies and other relevant external stakeholders (e.g. MPs, Ministers and the like).
7. Leads improvements and drives operational efficiencies to information release processes at the TAC, inclusive of developing information release policies, implementing technological uplifts, uplifting reporting and exploring opportunities for automation and/or other system improvements.
8. Consistently role models the TAC values, demonstrate constructive behaviours and creates a culturally, physically and psychologically safe environment for everyone.
9. Providing ongoing education, development support and mentoring with respect to FOI decision making and statutory obligations;
10. Setting clear performance expectations, capability goals and administering the Performance Development Review (PDR) process;
11. Coordinating workforce planning including succession planning, recruitment strategies, capability mapping, leave coordination and cover;
12. Identifying and implementing strategies to deliver efficiencies within the team.
13. Foster a high performing, collaborative and psychologically safe team environment

Key Selection Criteria

Relevant Qualifications, Work Experience & Specialised Knowledge

- Extensive experience (5+ years) in leading end-to-end delivery of FOI functions, including the management of sensitive, high-profile requests and providing high quality and strategic advice on FOI and information release
- Tertiary qualifications in a Law or related discipline.
- Holds or is eligible to hold a Legal Practicing Certificate in Victoria and /or another State or territory.
- Demonstrated experience in managing multi-disciplinary teams, including building capability through training, coaching and ongoing professional development
- Proven ability to build and lead inclusive, psychologically safe and high-performing teams.
- Experience in managing external review processes, including responding to OVIC FOI reviews and complaints and managing FOI matters at VCAT.
- Experience in information governance and records management, including knowledge of systems used to capture and store information.
- Demonstrated experience partnering with senior stakeholders to delivery both short and long term strategic and operational objectives.
- Demonstrated ability to build and maintain positive working relationships across internal and external stakeholders

Capabilities

As well as the technical skills required for the role above, our TAC capabilities are our building blocks for success.

- **Courage** – Challenging yourself and others, despite uncertainty or opposition.
- **Accountability** – Taking responsibility to achieve goals and solve problems.
- **Adaptability** – Adapting to changing needs and conditions.
- **Curiosity** – Openness to new ideas and learning.
- **Systems thinking** – Seeing the whole beyond the parts.
- **Critical thinking** – Analysing issues to form judgements.
- **Empathy** – Connecting with the experience of others.
- **Collaboration** – Working together to achieve shared goals.

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Organisational Responsibilities

As per the Victorian Occupational Health and Safety Act 2004, TAC employees must take reasonable care for the health and safety of themselves and others, and not put others at risk by any act or omission. Employees must cooperate with the TAC about any action taken to meet OHS obligations, this includes; following safe work practices and reporting incidents and hazards. Employees must not intentionally or recklessly interfere with or misuse anything at the workplace to support health, safety and welfare.

Uphold the TAC's commitment to inclusion and diversity by role modelling inclusive and respectful behaviours, in line with the TAC's values, capabilities and policies.

Participate in identification and development of initiatives, risks, changes, recommendations and implementation of appropriate work practices, policies and guidelines to improve efficiency and/or effectiveness of work.

Version Number	1
Revision Number	Revision Number +1
Record Number	Record Number
Date Updated	26/06/2026
Date Created	12/05/2025
Position Number/s	15306

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