



POSITION DESCRIPTION

Position number	1429
Position title	FOI Officer
Division/team	Legal
APS level	APS6
Location	Sydney; Remote and flexible working arrangements will be considered
Reports to	General Counsel
Employment status/type	Full time Non-ongoing / Ongoing
Full-time equivalent (FTE)	1.00

About the Australian Human Rights Commission

The [Australian Human Rights Commission](#) works towards an Australian society in which human rights are respected, protected and promoted and where every person is free and equal in dignity and rights.

The Commission's key functions include:

- Access to justice: We help people to resolve complaints of discrimination and human rights breaches through our investigation and conciliation services.
- Fairer laws, policies and practices: We review existing and proposed laws, policies and practices and provide expert advice on how they can better protect people's human rights. We help organisations to protect human rights in their work. We publish reports on human rights problems and how to fix them.
- Education and understanding: We strengthen understanding, acceptance and public discussion of human rights. We deliver workplace and community human rights education and training.
- Compliance: We are the regulator of the positive duty in the Sex Discrimination Act that requires employers and other organisations to proactively address sexual harassment, sex discrimination and other unlawful conduct.

About the Legal Team

The Legal Division is a small, dynamic team that provides the services of in-house counsel to the Commission. Our lawyers give high level legal advice on a range of issues including human rights and anti-discrimination law, governance and compliance issues and commercial issues such as contracts and tender processes.





Purpose of the position

To prepare and advise on Freedom of Information requests including access requests, internal reviews and reviews by the Information Commissioner, and to assess and provide advice on privacy breaches and complaints, privacy notices and privacy impact assessments.

Key responsibilities

Areas of responsibility

- Process and assist in the timely processing of decisions concerning applications under the *Freedom of Information Act 1982* (Cth), including:
 - managing a case load of routine and moderately complex FOI requests and other requests for information,
 - escalating complex, sensitive or high-risk matters to senior staff,
 - liaising with internal and external stakeholders to gather, compile and record relevant information in accordance with legislative and procedural requirements, and
 - preparing draft FOI documents, including correspondence and decisions.
- Conduct accurate and timely regulatory work in other areas as required, including privacy work:
 - assisting with privacy-related enquiries and requests from internal and external stakeholders,
 - supporting the preparation of privacy threshold assessments and privacy impact assessments, and
 - contributing to preliminary investigations into, and resolution of, potential privacy breaches.
- Supporting the development and maintenance of policies, procedures, templates and guidance materials, including updating documents and resources.
- Maintain office standards for timeliness, confidentiality and information management.

Key relationships

Internal	External
General Counsel	Office of the Australian Information Commissioner
Legal Team	Complainants, Respondents and affected Third Parties
Investigation and Conciliation Section	
Corporate Services	





Key capabilities and role requirements

Australian Public Services (APS) Capability Profile

[APS6 Capability Profile](#)

Professional knowledge and skills

- Demonstrated ability to prepare high-quality decisions within a regulatory framework and provide support in a professional manner, working independently within established policies, procedures and guidance, and escalating issues as appropriate.
- Ability to undertake work under limited direction with the opportunity for reasonable autonomy and accountability.
- Demonstrated ability to effectively manage own workload, proactively progress matters, and balance competing priorities to meet deadlines in a complex and fast-paced environment.
- Well-developed organisational skills and high attention to detail, with the ability to maintain accurate records, manage documentation, and ensure work is completed to a high standard.
- Demonstrated capacity for sound judgement and creative problem-solving including ability to consider and promote Commission wide benefits of activities.

Interpersonal and communication skills

- Demonstrated ability to communicate clearly and professionally, and to develop and maintain effective working relationships with internal and external stakeholders, including when dealing with sensitive or complex matters, with appropriate guidance and support.

Qualifications

- Legal or other relevant qualifications from an Australian educational institution, or a comparable overseas qualification, will be well regarded but are not mandatory.
- Experience working for a federal, state or territory government department or agency in an FOI or privacy role, will be well regarded but is not mandatory.

Other requirements

- Complete the Commission's mandatory training modules and attendance at workshops.
- Comply with the Commission's policies and procedures.
- Adhere to the [APS Values, APS Code of Conduct and Employment Principles](#) and role model respectful behaviour and a commitment to a safe, respectful and inclusive workplace.
- Adhere to Work Health and Safety employee obligations and duties.
- Demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct.
- Uphold the integrity and independence of the Australian Human Rights Commission.





Working at the Commission

The benefits of working at the Commission

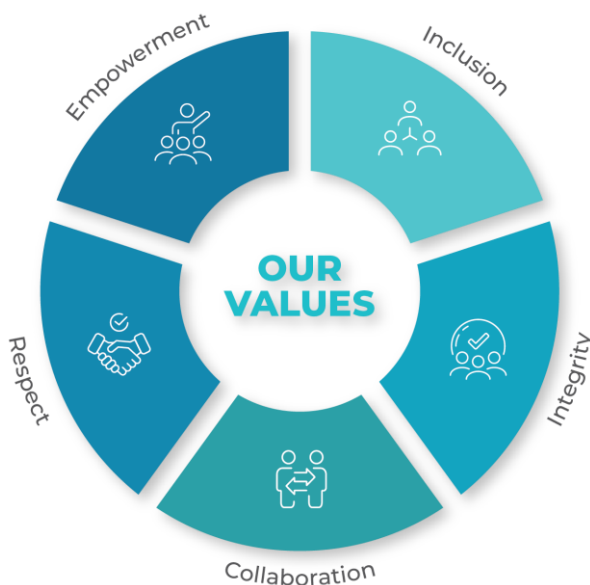
Everyone at the Commission contributes to our goal of an Australian society in which human rights are respected, protected and promoted and where every person is free and equal in dignity and rights. By working with us, you can help to make Australia a better and fairer society for all.

We are passionate about what we do and that passion energises our workplace. You will be part of a friendly, professional, diverse and committed team working together to improve people's human rights.

Your benefits will include: flexible work options; APS remuneration including generous 15.4% superannuation and leave entitlements; learning and development support; a modern office environment with a 4-star green building rating; and wellbeing support. As part of [working in the APS](#) you will have broader opportunities to learn and develop your career. For more information visit [APS EVP Statement](#).

We are committed to a diverse and inclusive workforce that reflects the Australian community. To find out more visit [Life at the Commission](#).

Our values



We seek people who support and model the values and behaviours we promote in our workplace.

How to apply

Go to <https://humanrights.gov.au/about/jobs>. For further information visit our website for [application guidelines and eligibility](#).

RecruitAbility applies to this position. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the position if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job.





For more information visit: <https://www.apsc.gov.au/recruitability>

Acknowledgement

I have reviewed this position description and accept the requirements and responsibilities of my role. I also commit to performing my role in accordance with the Commission's values, APS values and employment principles. I understand my role may change as agreed between me and my supervisor on a temporary or regular basis according to the needs of my Team and/or Division. If I have any questions regarding my role or responsibilities assigned to me, I will discuss them with my immediate supervisor in the first instance.

I also understand my performance will be assessed in accordance with my position description and duties assigned to me within my annual performance agreement.

Employee Name	Signature	Date

