**Candidate Information Pack**

APS5, APS6, EL1, Regulatory Intelligence and Strategy (multiple roles)

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| Job Reference  | OAIC-2025-007 |
| Type of vacancy and duration | Ongoing/Non-ongoing, Full-time/Part-time |
| Classification  | APS5, APS6, EL1 |
| Salary | APS5: $84,677 - $89,520 per annum plus 15.4% superannuationAPS6: $93,372 - $102,821 per annum plus 15.4% superannuationEL1: $117,674 - $125,876 per annum plus 15.4% superannuation |
| Location | Sydney CBD (preferred location), however we will consider candidate applications from all other locations within Australia. |
| Contact officer for information | Mark Smolonogov (02) 9942 4243mark.smolonogov@oaic.gov.au  |
| Email applications to | jobs@oaic.gov.au |
| Closing date for applications | Thursday, 6 February 2025 at 11:59pm AEDT |

## About the Office of the Australian Information Commissioner

Working with the Office of the Australian Information Commissioner (OAIC) will put you at the forefront of data protection and access to information regulation. As an independent statutory agency, the OAIC’s work is of national significance and plays an important role in shaping Australia’s information handling landscape across the economy - from government, digital platforms and the online environment, to health, finance and telecommunications. Our mission is to uphold and promote Australia’s privacy and freedom of information laws.

We are an agency within the Attorney-General’s Department portfolio with responsibility for:

1. privacy functions under the *Privacy Act 1988* and the *Digital ID Act 2024*
2. freedom of information functions, in particular review of decisions made by agencies and ministers under the *Freedom of Information Act 1982*

## About the Branch

The **Regulatory Intelligence and Strategy Branch** informs the OAIC’s regulatory decision making and strategy, influences policy and legislative processes, and guides the regulated community to meet its privacy and FOI obligations. The Branch:

* provides intelligence and data to inform regulatory decision making by the OAIC’s Commissioners
* develops guidance and publications to educate businesses, agencies, and the community on information rights
* communicates the OAIC’s work and its impact on people and their lives, including by working with the media, business and government stakeholders
* engages with legislative and policy processes to ensure an information rights and regulatory perspective is considered
* delivers various specialist regulatory roles conferred on the OAIC (e.g., Digital ID, Consumer Data Right, My Health Record, and credit reporting regulation).

## About the opportunity

The RIS Branch was established in December 2024, and various roles are available across the branch on both an ongoing and non-ongoing basis. An indicative list of roles is included below and applications will be considered against these and other roles within the branch at the level they apply for.

Applicants do not need to make a separate application for each available role if they would like to be considered for multiple roles. Applicants will be assessed against all available roles at the level they have applied and are encouraged to indicate which role or roles they would like to be considered for, and at what level.

This recruitment process will be used to form a pool of suitable candidates at the APS5, APS6, and EL1 levels, and applicants will be placed into available roles from that pool. The process will consider applicants’ relative merit as well as how they will contribute to the overall composition of skills and experience across the branch.

We are looking to create a high performing team with a wide range of skills – in your application and interview please tell us what you will bring to this newly formed branch.

## What we are looking for

We are looking for applicants with the following key attributes:

* a proven record of delivery
* confident and clear communication
* intelligence and initiative
* experience working with complex legislation in a regulatory context
* good project, task, and time management practices
* relevant technical skills or qualifications
* excellent digital administrative skills (e.g., Microsoft Office)
* an ability to contribute to and build a positive team culture – including when working remotely
* motivation to protect the information rights of Australians

## Indicative roles

As noted above, applications will be considered against all available roles at the level the applicant applies for. If you believe you are well suited to one or more of these roles, please indicate this in your application.

## EL1 Policy and Program Manager (Privacy Reform Implementation Taskforce)

OAIC is establishing an implementation taskforce to respond to recent reforms to the *Privacy Act 1988* which conferred substantial new powers on the OAIC. The taskforce will:

1. consult on and develop a children’s online privacy code to enhance privacy protections for children using social media and other online services
2. complete guidance, policy and regulatory preparedness for functions conferred on the OAIC by the *Privacy and Other Legislation Amendment Act 2024* and the *Online Safety Amendment (Social Media Minimum Age) Act 2024*, including engagement with partner agencies
3. other related code development or privacy reform implementation work as needed.

**The Role**

Policy and Program Managers are responsible for ensuring the successful delivery of one or more major areas of the taskforce’s work. Likely areas of responsibility, to be confirmed when the taskforce is stood up, are:

1. code development
2. engagement and research
3. project management and coordination
4. regulatory preparedness.

Policy and Program Managers will have relevant subject matter expertise to allow them to successfully deliver one or more of the above areas, and to allow them to support colleagues, stakeholders or consultants in progressing this work. They will provide high quality advice, mentor and lead staff, and actively engage in developing the team’s ways of working and project approach.

Main responsibilities

1. Working with the Director to define and communicate the scope of activities of the Privacy Reform Implementation Taskforce.
2. Contributing to suitable governance and project management arrangements to support the taskforce.
3. Implementing stakeholder engagement strategies, including leading engagements with stakeholders and managing relationships with identified key stakeholders.
4. Supporting the development of a team culture and working environment aligned with the OAIC’s Four Pillars (‘proactive, proportionate, purpose-driven, people focused’).
5. Undertaking research and analysis to provide high quality strategic policy and regulatory advice, and develop written material such as published guidance, briefing papers, and submissions.
6. Contributing to setting, communicating and advancing the strategic direction of the team and helping build a shared sense of purpose.
7. Other duties as required.

## APS5-6 Policy and Program Officer (Privacy Reform Implementation Taskforce)

Policy and Program Officers are responsible for supporting the Privacy Reform Implementation Taskforce (see above) in all elements of the taskforce’s work and will complete their work under limited direction. They may be assigned responsibility for ensuring delivery of one or more elements of the taskforce’s work under limited direction. Policy and Program Officers will coordinate and conduct stakeholder engagements, provide policy advice, develop guidance and other operational work products, establish and execute work plans, and complete administrative and operational tasks as needed.

Duties may include:

1. Undertake research and analysis to develop written work products (including research notes, briefing papers, regulatory guidance, and submissions) and provide policy advice.
2. Coordinate and conduct meetings and other engagements with external stakeholders, including facilitating workshops and running meetings.
3. Work with internal and external stakeholders, including government agencies, international counterparts, businesses and the community, supporting productive professional relationships.
4. Under limited direction, ensure delivery of one or more element of the taskforce’s work (e.g., engagement with a significant stakeholder or stakeholder group; coordination and delivery of workshops; development and management of specific publications or other work products).
5. Establish and apply sound project management, administrative, and record keeping practices.
6. Contribute to a positive work environment and the development of a collaborative and innovative team culture.
7. Other duties as required.

## APS5-6, Guidance and Publications Officer (Guidance and Publications)

The Guidance and Publications Officer will support the development of guidance materials relating to privacy, freedom of information (FOI), digital identity, credit reporting, digital health, and other topics. They also support the development of OAIC’s corporate publications, coordinating input from across the office.

Duties may include:

1. Developing and delivering project plans to update and develop guidance.
2. Researching, developing, and drafting guidance documents
3. Collaborating with internal and external stakeholders
4. Reviewing and updating existing publications
5. Coordination, approval and dissemination of publications
6. Ensuring adherence to OAIC brand guidelines and timelines.
7. Editing documents to ensure guidance and publications are clear, concise, and accessible.
8. Engaging and collaborating with stakeholders (e.g., including industry associations, regulatory bodies, government agencies, and community groups) to gather input and feedback on draft guidance materials.
9. Developing communication plans and strategies that promote new or update guidance, particularly in emerging regulatory areas.
10. Coordinating cross-office input into publications.
11. Other duties as required.

## APS5-6 Policy and Program Officer (Policy and Statutory Functions)

Policy and Program Officers coordinate OAIC’s engagement on one of more policy issues or statutory functions and develop work products including policy advice. They also engage with government agencies and private sector organisations on a wide range of issues. The role involves engaging with stakeholders on privacy, FOI, digital ID, CDR, digital health, credit reporting, as well as researching and writing. Policy and Program Officers will employ strong project coordination and communication skills.

Duties may include:

1. Undertake research and analysis to develop written work products (including research notes, briefing papers, regulatory guidance, and submissions) and provide policy advice.
2. Coordinate and conduct meetings and other engagements with external stakeholders, including facilitating workshops and running meetings.
3. Work with internal and external stakeholders, including government agencies, international counterparts, businesses and the community, supporting productive professional relationships.
4. Under limited direction, ensure delivery of one or more areas of work for the OAIC (e.g., engagement with a significant stakeholder or stakeholder group; coordination and delivery of workshops; development and management of specific publications or other work products).
5. Establish and apply sound project management, administrative, and record keeping practices.
6. Contribute to a positive work environment and the development of a collaborative and innovative team culture.
7. Other duties as required.

Role/s will be required to be undertaken in line with the appropriate [Work Level Standard](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/work-level-standards-aps-level-and-executive-level-classifications).

## EL1 Assistant Director, Policy and Statutory Functions

You will be responsible for workstreams in specific regulatory areas of expertise, managing external stakeholder engagement, establishing and leading communities of practice (as required), coordinating OAIC activities in connection with area of speciality, and managing generalist staff (individuals or teams) on a temporary or taskforce basis on specific projects and tasks, and developing strong subject matter expertise in their area.

Duties may include:

* Ensure the successful delivery of any allocated workstreams in the RIS Branch
* Undertake research and analysis to provide high quality strategic policy and regulatory advice, and develop written material such as published guidance, briefing papers, and submissions, and support team members to do the same
* Work with internal stakeholders and with external stakeholders, including government agencies, international counterparts, businesses and the community, and maintain and build productive professional relationships
* Actively engage in agile ways of working and take responsibility for identifying what work is required to successfully deliver the allocated workstreams
* Contribute to setting, communicating and advancing the strategic direction of the team and the Branch, and help build a shared sense of purpose for staff
* Provide support to both junior and senior staff in the team as required, to help ensure a smooth and coordinated delivery of work. This includes providing administrative support to Directors and SES where required, as well as mentoring new or junior staff, which may involve clearing written correspondence.
* Contribute to a positive work environment and the development of a collaborative and innovative team culture for the RIS Branch
* Other duties as required.

For all roles, you will maintain a high level of integrity and discretion and abide by the APS Code of Conduct, combined with a demonstrated understanding of the principles and practices of Work Health and Safety, equity, and diversity in the workplace.

## Job Specific Capabilities, Skills & Experience

See ‘What we are looking for’ above. Applications will be assessed with reference to the [APS Work Level Standards](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/work-level-standards-aps-level-and-executive-level-classifications) for the relevant classification.

## Security requirements

You must be able to obtain and maintain at least a Baseline security clearance for these roles. Some roles may require a higher security clearance.

## Position location

The OAIC operates a hybrid work model with a combination of remote working and office attendance. Whilst the OAIC office is located in the Sydney CBD (and preferred), we will consider candidate applications from all other locations within Australia.

The OAIC values face-to-face interaction and fostering connection between our people and with our stakeholders. The OAIC’s hybrid work model expects in office attendance when the type of work or task is better suited to being completed from an office, for example, staff inductions and onboarding, planning days, relationship building activities and project or collaborative work.

## Remuneration and benefits

APS5 salary: $84,677 - $89,520 per annum plus 15.4% superannuation

APS6 salary: $93,372 - $102,821 per annum plus 15.4% superannuation

EL1 salary: $117,674 - $125,876 per annum plus 15.4% superannuation.

The OAIC is committed to enabling its people to perform at their best and offers the following benefits:

* Opportunity to work at the cutting edge of privacy and data protection, paving the way for future career opportunities.
* Access to ongoing professional development, with a capability framework to guide skill enhancement.
* Genuine flexibility to help achieve a balance between work and home life.
* Additional paid leave over the Christmas to New Year period as well as access to other leave (e.g. for study or moving).
* Contribution to your wellbeing through subsidies for eye health, flu vaccinations and a wellbeing allowance.

The OAIC is committed to diversity and inclusion. We encourage and welcome applications from people living with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds, and mature age people.

## Eligibility

* Section 22 of the *Public Service Act 1999* requires that APS employees must be Australian citizens.
* There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.
* For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance at the Baseline level and meet required background, identification and character checks.
* Note: All duties are to be performed in accordance with the APS Code of Conduct and APS Values and OAIC policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the OAIC may re-assign the duties of an employee from time to time.

## How to Apply

The RIS Branch was established in December 2024, and various roles are available across the branch, on both an ongoing and non-ongoing basis. An indicative list of roles is included below which applications will be considered against.

Applicants do not need to make a specific application for each available role. Applicants will be assessed against all available roles at the level they have applied and are encouraged to indicate which role or roles they would like to be considered for, and at what level.

This recruitment process will be used to form merit pools at the APS5, APS6, and EL1 level, and applicants will be placed into available roles from those pools, having regard to how they will contribute to the overall composition of skills and experience across the branch.

We are looking to create a high performing team with a wide range of skills – in your application and interview please tell us what you will bring to this newly formed branch.

To apply, submit an **application form**, **CV** and **pitch** by email to jobs@oaic.gov.au:

* 1. The **application form** is found at the end of this job pack.
	2. Your ‘pitch’ should be at most two pages and explain your interest in joining the branch and what you will bring. It should refer to relevant capabilities, skills and experience, and use examples of your past work.
	3. Your CV should be at most three pages. It should set out your employment history, as well as relevant education, skills, and qualifications. It should contain specific examples of deliverables and achievements in each of your roles.
	4. Your application form, CV and statement of claim should be collated as one document (where possible) and sent in a single email to: jobs@oaic.gov.au. Please ensure your email includes your full name in the email subject field, along with the job reference number found on the front page of this pack.

## Application Tips

Your pitch must be in a font size no smaller than size 10 and using a professional font selection *(e.g. Times New Roman, Calibri or Arial).*

If you would like to submit your pitch or CV in a different format (e.g., a PowerPoint deck) it can be a different number of pages. Please take the page limit as an indication of the amount of content that you should have in your application, based on what you could fit on the specified number of A4 pages.

To assist you in pitching your response and capabilities at the appropriate classification, you are encouraged to review the APS Work Level Standards which are available on the Australian Public Service Commission website – [click here.](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/work-level-standards-aps-level-and-executive-level-classifications)

## Further Information

If you are shortlisted, you may be contacted to arrange an interview.

If you are not shortlisted, you will be informed by email. Please note that we are not usually able to provide feedback to candidates that are not shortlisted due to the volume of applications received.

A merit list of suitable candidates may be established and may be used to fill future vacancies that arise.

## Questions?

For more information please visit <https://www.oaic.gov.au/about-us/join-our-team> or reach out to the contact officer listed on the covering page of this job pack.

## Application Sheet

Please complete this form to apply for a position with the Office of the Australian Information Commissioner.

Any personal information you provide is protected by the *Privacy Act 1988* and will be used for recruitment purposes only. You can view our [human resources privacy policy](https://www.oaic.gov.au/about-us/our-corporate-information/key-documents/human-resources-privacy-policy/) on our website.

### Personal details

|  |  |
| --- | --- |
| Title |  |
| Given name |  |
| Surname |  |
| Preferred name |  |
| Contact Number  |  |

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Suburb |  |
| State |  |
| Postcode  |  |

### APS employment

If you are currently employed in the Australian Public Service (APS), please provide the following information:

|  |  |
| --- | --- |
| APS employer | Response |
| Australian Government Service Number (AGS) |  |
| APS Classification |  |
| Employment status (ongoing or non-ongoing) |  |

### Eligibility

|  |  |
| --- | --- |
| Requirement  | Response |
| Are you an Australian citizen? |  |
| Have you received a redundancy benefit, severance payment or similar benefit from an APS Agency or a non-APS Commonwealth employer within the last 12 months? |  |

### Accessibility adjustment of selection process

At times we may need to conduct a range of selection processes for example, preparing written work samples as well as an interview. Some assessment activities may be timed and/or could include reading from a computer screen or paper.

We understand that you may not wish to share information about your disability at this time, however the responses you provide will help us in making the selection process inclusive and give you the opportunity to request any necessary adjustments.

|  |  |
| --- | --- |
| Adjustment  | Response |
| Are there any adjustments that you may require to the selection process? |  |
| If you do require adjustments to the selection process, please tell us what type of adjustments you require. |  |

### Merit Pool Sharing

A merit pool is a group of applicants that have been deemed suitable for an advertised vacancy, however they are not considered the preferred candidate or appointed to the advertised role.

Applicants who are placed in a merit pool may be considered for future vacancies if the new vacancy meets the merit sharing principals outlined below:

* The vacancy is at the same classification.
* The vacancy is the same category of employment (ongoing or non-ongoing).
* The vacancy comprises of similar duties.
* The vacancy is in a similar location.

Applicants who are placed in a merit pool and agree to be considered for subsequent vacancies:

* Will have their details maintained by the OAIC for a period of up to 18 months from the date the vacancy was advertised.
* May have their information provided to other Commonwealth Agencies employing under the *Public Service Act 1999* or *Parliamentary Services Act 1999* to fill similar roles across the Australian Public Service.

**If you are assessed as suitable and placed in a merit pool, do you consent to your application, CV and assessment information being shared with other Commonwealth Agencies to fill similar roles in the Australian Public Service?**

[ ]  Yes, I agree for my application details to be shared as outlined above.

[ ]  No, I do not agree for my application/details to be shared and would like to opt out.

|  |
| --- |
| Recruitment Process – Preference Selections (Please select more than one option if applicable) |
| I wish to be considered for the following roles:☐ EL1 Assistant Director, Policy and Program Manager (Privacy Reform Implementation Taskforce)☐ EL1 Assistant Director, Policy and Statutory Functions☐ APS6 Policy and Program Officer, Policy and Statutory Functions ☐ APS6 Guidance and Publications Officer, Guidance and Publications ☐ APS6 Policy and Program Officer (Privacy Reform Implementation Taskforce)☐ APS5 Policy and Program Officer, Policy and Statutory Functions ☐ APS5 Guidance and Publications Officer, Guidance and Publications ☐ APS5 Policy and Program Officer (Privacy Reform Implementation Taskforce) |

### Submitting your application

When you are ready to submit your application, please send the following document (as one document) by email to jobs@oaic.gov.au:

|  |  |
| --- | --- |
| I have included as one document | ✓ |
| Attached my completed application form |[ ]
| Attached my CV (maximum of 4 pages)(Including details of two referees, one being my current manager/supervisor)  |[ ]
| Statement of claim of up to 2 A4 pages explaining my interest, motivation and fit for the role, including the skills and experience I will bring to the organisation and the position.  | [ ]  |
| *Declaration:* In submitting my application, I acknowledge that the information I have supplied is true and correct. I understand that providing false or misleading statements may disqualify me from this process and future APS employment.  | [ ]  |