**Candidate Information Pack**

Assistant Director (EL1), Governance, Risk and Compliance (Enabling Services)

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| Job Reference | OAIC-2025-003 |
| Type of vacancy and duration | Ongoing/Non-ongoing, Full-time/Part-time |
| Classification | Executive Level 1 |
| Salary | EL1: $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 | Penny Ryder (02) 9942 4219 [penny.ryder@oaic.gov.au](mailto:penny.ryder@oaic.gov.au) |
| Email applications to | [jobs@oaic.gov.au](mailto: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:

* privacy functions under the *Privacy Act 1988* and the *Digital ID Act 2024*
* freedom of information functions, in particular review of decisions made by agencies and ministers under the *Freedom of Information Act 1982*
* privacy and confidentiality functions in relation to the Consumer Data Right (CDR) under the *Competition and Consumer Act 2010* (CCA).

## About The Role

The Assistant Director, Governance, Risk and Compliance (ADGRC) will work as part of the Governance, Risk and Compliance (GRC) team, reporting to the Director, Governance, Risk and Compliance. The Governance, Risk and Compliance team supports the work of the OAIC and the delivery of its objectives through oversight of the OAIC’s governance, risk, and integrity functions.

To be successful in this role, you will be resilient, highly organised and agile. Working in a small agency, you will be provided with many opportunities to apply your skills to a diverse range of opportunities. You will be required to deliver high quality work with competing priorities and tight timeframes and be able to re-prioritise and shift direction based on emerging agency priorities.

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.

Under broad direction, the Assistant Director, Governance, Risk and Compliance’s duties may include:

* provide timely advice and support to ensure the OAIC meets its obligations and reporting requirements under the PGPA Act and other relevant legislation
* draft and review high quality briefs, policies, procedures and guidance material related to governance, risk, and integrity, ensuring these documents remain relevant and contemporary
* contribute to the ongoing development of the OAIC Risk Management Framework, including regular review and reporting of risks in the agency and continuous uplift of the risk culture at the OAIC
* support the agency’s processes related to integrity and fraud and corruption control, including embedding the requirements of the Commonwealth Fraud and Corruption Control Framework and managing the Conflict of Interests register and process, and assisting with enhancing the knowledge and understanding of integrity requirements for OAIC staff
* coordinate the OAIC’s internal audit activities, and contributions and support to the external Audit and Risk Committee
* manage the operation of the OAIC Controlled Documents Register and coordinate review and update of key OAIC policies
* support the development, maintenance and testing of OAIC’s business continuity and emergency response arrangements
* provide governance advice and support to the Chief Security Officer, Chief Risk Officer and Chief Information Officer and contribute to internal and external reporting requirements related to the Protective Security Policy Framework (PSPF)
* managing a small team (currently 1 staff member) and providing developmental opportunities
* assist with Freedom of Information requests and privacy complaints as required, including as a delegate
* provide Secretariat support to the OAIC Governance Board, and other internal and external governance committees, as required
* undertake preliminary threshold assessments and/or investigations in relation to integrity and other internal workplace matters
* other tasks as required.

You are encouraged to familiarise yourself with 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 Executive Level 1 classification. Under section 25 of the *Public Service Act 1999* the OAIC may re-assign the duties of an employee from time to time.

## Job Specific Capabilities, Skills & Experience

We are seeking applications from candidates who have:

* An understanding of the Commonwealth Risk Management Policy, Commonwealth Fraud and Corruption Control Framework, *Freedom of Information Act 1982* and *Public Governance, Performance and Accountability (PGPA) Act 2013* and associated legislation, Frameworks and obligations, or the ability to quickly gain this.
* The ability to provide impartial and forthright advice
* Demonstrated ability to manage competing priorities within short timeframes, and excellent time management and organisational skills
* High level of integrity and demonstrated ability to maintain confidentiality and deal with sensitive information
* Demonstrated excellence in oral and written communication, and ability to develop and maintain relationships with both internal and external stakeholders

*Desirable:*

* Secretariat experience
* Qualifications or experience in government investigations
* Experience working in government, including in an enabling services environment.

These duties are to be performed in accordance with the APS Code of Conduct and APS Values and Office policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the Office may re-assign the duties of an employee from time to time.

You are encouraged to familiarise yourself with 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 your relevant classification.

## Security requirements

You must be able to obtain and maintain a Negative Vetting Level 1 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, 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

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 Negative Vetting Level 1 and meet required background, identification and character checks.
* 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

1. Please complete the application form found at the end of this job pack as part of your submission.
2. Please provide a statement of claim of up to 2 A4 pages, addressing your interest, motivation and fit for the role. Your statement should include the use of practical and professional examples as relevant to the role and the job specific capabilities, skills and experience outlined above.
3. Your application form, CV (maximum 4 pages) and statement of claim should be collated as one document (where possible) and sent in a single email to: [jobs@oaic.gov.au](mailto: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).*

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)

Your CV should be a maximum of four pages.

## 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

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| --- | --- |
| 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:

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| --- | --- |
| 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.

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| 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.

### 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](mailto:jobs@oaic.gov.au):

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| --- | --- |
| 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. |  |