Australian Government
Office of the Australian Information Commissioner

Position titles of officers who were non-ongoing or receiving higher duties in the month preceding 14 September 2020

Higher duties
Acting Assistant Director, Contracts and Procurement
Acting Director, Freedom of Information Regulatory Group (FOI)
Acting Director, Determinations, Dispute Resolution (DR) Branch
Acting Senior Review Adviser (Legal), FOI
Acting Director, Privacy, DR Branch
Acting Director, Assessments, Regulation and Strategy Branch
Acting Assistant Director, Privacy, DR Branch
Acting Assistant Director, Commissioner Initiated Investigations, DR Branch

Non-ongoing roles
Investigations Officer
Director, Freedom of Information Regulatory Group
Communications Officer
People & Culture Adviser
Website & Publications Manager
Enquiries Officer
Assistant Review and Investigation Adviser (Legal)
Assistant Policy Adviser
Policy Adviser
Director, Information Management and Project Services
Assistant Director, People and Culture
Assistant Commissioner, Dispute Resolution
Assistant Commissioner, Corporate
Assistant Director, Regulation and Strategy
Senior Executive Assistant
Director, Regulation and Strategy
Senior Lawyer
Digital Specialist
Information Systems Officer
Records Officer

From: s 22 [redacted]
To: [redacted]
Subject: FW: Seeking EOIs for the Director, Assessments role [SEC=OFFICIAL]
Date: Friday, 25 September 2020 2:14:49 PM
Attachments: image001.jpg
image002.png
image003.png
image004.png
image005.png

From: Melanie Drayton <melanie.drayton@oaic.gov.au>
Sent: Friday, 29 May 2020 7:41 PM
To: s 22 [redacted]

s 22 [redacted]

s 22 [redacted]

Subject: Seeking EOIs for the Director, Assessments role [SEC=OFFICIAL]

Good evening OAIC

As people may have heard, [redacted] has resigned [redacted]. This is loss for R&S and we are very sorry to see [redacted] go.

The OAIC will be moving to fill [redacted] role on a long-term basis, however we'd like someone to fill the role in the short term and to ensure they have adequate time to have a detailed handover with [redacted] before he leaves.

Here is a little about the role

You'd be aware that the Australian Information Commissioner has powers under the *Privacy Act 1988* to conduct privacy assessments of entities. The purpose of an assessment is to provide an independent and systematic appraisal of how well an entity (or discrete part of an entity)

complies with all or part of its privacy obligations.

The Director, Assessments leads the development and delivery of the OAIC assessment program to successfully identify privacy risk across the public and private sector, by using target-appropriate, effective methodologies to make findings and write concise, constructive assessment reports.

The section managed by the Director, Assessments is also responsible for providing strategic guidance to regulated entities and advises business and government on a diverse range of privacy and government information handling practices.

The Assessments section has just drafted an assessment program for information handled in the COVIDSafe app ecosystem. This will be an important focus in the immediate term. The COVIDSafe app has many moving parts and stakeholders, we are looking for someone who excels at managing relationships, enjoys detailed project planning and has the ability to work flexibility to tight deadlines.

(Most importantly, the Assessment section is responsible for SnackWatch. Enough said.)

The Statement of Duties is as follows:

1. Lead a section of staff to develop and deliver the OAIC's strategic, risk-based privacy assessment program.

2. As a member of the leadership group, contribute to corporate activities and the development and implementation of the OAIC's strategic plan.

3. Provide strategic advice to, and liaise with, the Executive and other units about sensitive issues arising in the work of the section.

4. Deliver high quality strategic policy and regulatory services to the OAIC, government agencies and the private sector on privacy issues.

5. Manage the development of advisory guidelines, resources for agencies, business and the community.

6. Foster productive internal and external working relationships.

7. Represent the OAIC at forums and events

Sound like you?

If you are interested in this role please send me a brief (no more than one page) expression of interest by COB Tuesday 2 June.

Please let me know of you have any questions.

Have a great weekend,
Mel

O A I C logo

Melanie Drayton |
Assistant Commissioner, Regulation and Strategy
Office of the Australian Information Commissioner
GPO Box 5218 Sydney NSW 2001 | oaic.gov.au
+61 2 9284 9812 | +61 408 816 884

Subscribe to OAICnet newsletter

From: David Stevens
To: s 22 [redacted]
Subject: Temporary EL2 opportunity in DR [SEC=OFFICIAL]
Date: Wednesday, 20 May 2020 7:00:57 PM
Attachments: image001.jpg
image002.png
image003.png
image004.png
image005.png

Dear colleagues,

There is a short-term EL2 position available in DR in our Investigation and Conciliation team, either as a temporary move for an existing EL2, or as a short-term higher duty opportunity. It follows on from that team's great success in removing a backlog in investigations, and establishing a busy conciliation practice.

We are looking for a person with both experience in the conduct of conciliations and enthusiasm for process redesign, to lead a small team of internal and external conciliators for a period of three months. In addition to conducting conciliations and supervising the team, the EL2 officer will be required to:

1. Review a number of appropriate systems used to automate ADR scheduling operating in State and Commonwealth jurisdictions and identify, procure and implement appropriate software to automate the scheduling of conciliations in the OAIC.
2. Document the operational policy, process and workflows of the conciliations process in the OAIC, including the development and approval of relevant correspondence templates, advice to parties, and coding instructions for Resolve.
3. Design a process to ensure that the finalisation of conciliations is simple, streamlined, and speedy and that the administrative overheads post-resolution are minimised.

This is an opportunity to focus on this part of our business for a limited period and further refine, document and embed changes to the conciliations process that have been initiated in recent months. It is not intended to be a permanent role.

If you are interested in this role please submit a short written EOI (no more than one page), with your CV, to me by **COB Monday 25 May 2020.** Your EOI should provide a brief explanation of how you would approach the above three tasks, and set out relevant experience to support your claim.

Please let me know if you have any questions.

Thanks

David

David Stevens | Assistant Commissioner Dispute Resolution, Investigations & Review
Office of the Australian Information Commissioner
GPO Box 5218 Sydney NSW 2001 | oaic.gov.au
+61 2 8231 4224| david.stevens@oaic.gov.au

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From: s 22
To: [redacted]
Subject: Seeking Expressions of Interest – Senior Review Adviser (Legal) (Short-term opportunity) [SEC=OFFICIAL]
Date: Friday, 25 September 2020 2:13:10 PM
Attachments: image001.jpg
image002.png
image003.png
image004.png
image005.png

From: Rocelle Ago <rocelle.ago@oaic.gov.au>
Sent: Monday, 1 June 2020 4:00 PM
To: [redacted]
Subject: Seeking Expressions of Interest – Senior Review Adviser (Legal) (Short-term opportunity) [SEC=OFFICIAL]

Good afternoon colleagues

The FOI Regulatory Group is implementing a range of strategies to progress Information Commissioner (IC) reviews. These strategies will include targeting IC review cohorts to be progressed over a 3 month period, starting 29 June 2020.

We are seeking expressions of interest for two **EL1 Senior Review Advisers (Legal)** to target two particular cohorts:

Cohort 1: IC reviews relating to practical refusal matters
As at 1 June 2020, there are approximately 50 unallocated IC reviews where an agency has decided that it is not able to process a request because a practical refusal reason exists.
The key outcomes to be delivered by the Senior Review Adviser (Legal) during the 3 month period are:

- To develop and implement a procedure guide relating to the conferencing process
- To review all practical refusal matters in the IC review Early Resolution queue as at 29 June 2020, and identify matters that are appropriate for conferencing
- Where matters are appropriate for conferencing, to schedule and conduct all conferences, with the assistance of an APS6 Review Adviser.

Cohort 2: Complex IC reviews
As at 1 June 2020, there are approximately 130 unallocated IC reviews within the Reviews team that involve complex issues and considerations.
The key outcomes to be delivered by the Senior Review Adviser (Legal) during the 3 month period are to review each IC review in this cohort as at 29 June 2020, with a view to:

- Engaging with the applicants to confirm the scope of the review and where appropriate, providing a verbal preliminary view
- Engaging with the respondents and where appropriate, providing a verbal preliminary review and inviting a revised decision under s 55G
- Identifying matters which are ready to proceed to Commissioner decision under s 55K of the FOI Act.

We are looking for highly motivated lawyers who enjoy working both independently, and in a

team, and have:

- excellent communication skills including the ability to communicate effectively by telephone, write clearly and deal with a diverse range of stakeholders
- excellent attention to detail, analytical skills, and the ability to manage a high volume case load, and
- knowledge of, or the ability to quickly acquire knowledge of, the FOI Act and experience in merits review/administrative law processes.

This opportunity is being offered on a 3 month basis and is available to staff who would like an opportunity to perform temporary duties at the EL1 level or are already at the EL1 level and would like to be involved in these strategies.

If you are interested in any of these roles please submit a short written expression of interest (no more than one page, and please include your CV) by **9am on Friday 5 June 2020.**

We will create a merit list from the expressions of interest received, which may be used to fill other Senior Review Adviser (Legal) opportunities as they arise.

If you have any questions, please contact myself, Emma Liddle or OAIC People and Culture.

Kind regards

Rocelle Ago | Principal Director
Freedom of information
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+61 2 9284 9621 | +61438829901 | rocelle.ago@oaic.gov.au

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Australian Government
Office of the Australian Information Commissioner

Candidate Information Pack

Freedom of Information Group

APS5 Assistant Review and Investigation Adviser (Legal)
APS6 Review Adviser (Legal) and
Executive Level (EL1) Senior Review Adviser (Legal)

Multiple positions, Ongoing and Non-ongoing (up to 12 months duration), Full time, Part time.

June 2020

Your Opportunity

The Office of the Australian Information Commissioner (OAIC) is a statutory agency within the Attorney-General Department's portfolio with responsibility for:

- privacy functions under the *Privacy Act 1988* and other legislation
- freedom of information functions under the *Freedom of Information Act 1982*
- government information policy functions, conferred on the Australian Information Commissioner under the *Australian Information Commissioner Act 2010*

Are you up to the challenge of safeguarding Australians' privacy and information rights?

Working with the Office of the Australian Information Commissioner (OAIC) will put you at the forefront of data protection and access to information regulation.

It's a career-defining opportunity to spearhead compliance, enforcement and awareness across a dynamic regulatory area.

Our agency has oversight across almost every Australian Government agency and industry sector. Our mission is to uphold and promote Australia's privacy and freedom of information laws.

Working within a small and agile agency, you will take on a range of work as part of a collaborative team to progress privacy and access to information issues.

You will be forging strong working relationships within government and across regulated entities as we pursue a wide-ranging regulatory remit.

We are also actively engaged with our interstate and international counterparts on policy, enforcement and awareness initiatives.

We take pride in our proactive and collaborative working culture, our expertise and guidance, and our deep commitment to serving the community.

At a time of increased focus on data protection, transparency and accountability issues, this role is your chance to influence the future of privacy and access to information in Australia and beyond.

The Roles

The Freedom of Information Group is looking for talented people to fill APS5 Assistant Review and Investigation Adviser (Legal), APS6 Review Adviser (Legal) and EL1 Senior Review Adviser (Legal) roles to deliver our strategic priorities. Roles are being offered on both an ongoing and non-ongoing basis (up to twelve months), with the option for full-time or part-time work.

Our Review and Senior Review Advisers (Legal) work in our Freedom of Information Group, primarily on assisting the Australian Information Commissioner to conduct external review of agencies and ministers' decisions under the *Freedom of Information Act 1982* (FOI Act) and investigating agency actions under the FOI Act.

This is an exciting opportunity to work in a dedicated team to help realise the OAIC's key deliverables of promoting and upholding information access rights for the Australian community. If you enjoy working in a fast-paced environment and have an interest in FOI, we would love to hear from you.

We are looking for a highly motivated lawyers who enjoy working both independently, and in a team and have:

- excellent communication skills including the ability to communicate effectively by telephone, write clearly and deal with a diverse range of people
- excellent attention to detail, analytical skills, and the ability to manage a high volume case load, and
- knowledge of, or the ability to quickly acquire knowledge of, the FOI Act and experience in merits review/administrative law processes.

The work you may undertake could include:

- assisting with early resolution of Information Commissioner reviews or complaints
- managing an active caseload of Information Commissioner reviews or investigations
- working with parties to resolve matters
- reviewing and undertaking analysis of the documents at issue and relevant submissions and providing appraisals and/or recommendations as to the correct or preferable decision
- drafting administrative decisions
- providing advice to the public, in writing, by phone or in person on the operation of the FOI Act
- assisting with the development of guidance
- contributing to team and section performance objectives
- representing the OAIC at external meetings, conferences and forums.

In addition, as a Senior Review Adviser you will manage more complex reviews and investigations, mentor and/or supervise staff, develop and deliver high quality strategic policy advice and guidance in relation to the IC review, FOI complaints and FOI regulatory framework and prepare high-level executive briefings in preparation for parliamentary proceedings and high-level stakeholder engagements.

Job specific skills and experience

- Tertiary qualification in law
- Experience in merits review and/or administrative law
- Knowledge of, or the ability to quickly acquire knowledge of, the *Freedom of Information Act 1982*

Remuneration and Benefits

Total Remuneration between $86,045 and $127,909 (including 15.4% superannuation) dependent on skills, abilities and your position.

- APS5 Assistant Review Adviser (Legal) remuneration is $74,563 to $78,827 plus 15.4% superannuation
- APS 6 Review Adviser (Legal) remuneration is $82,219 to $90,539 plus 15.4% superannuation
- EL 1 Senior Review Adviser (Legal) remuneration is $103,618 to $110,840 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 forefront of information access, paving the way for future career opportunities within government and administrative law.
- 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.
- Terms and conditions of employment are set out in OAIC's Enterprise Agreement 2016 to 2019. Whilst remuneration is detailed in the Commissioner's 2019 Determination, with salary progression based on annual assessments of performance and contribution.

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.

How to Apply

Please complete the attached application sheet and select the role(s) you prefer to be considered for. You are also asked to provide a covering letter of up to **two pages** explaining your interest, motivation and fit for the role, including the skills and experience you will

bring to the organisation and the position(s). Send all items as one document, including your full resume, to: jobs@oaic.gov.au.

Closing Date:	**5pm, Monday 6 July 2020**
More information:	https://www.oaic.gov.au/about-us/join-our-team/ or contact **Ms Emma Liddle , Director FOI on 02 9284 9717** for more information.

If you are shortlisted, we will contact you to arrange an interview.

Australian Government
Office of the Australian Information Commissioner

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 privacy policy on our website.

Vacancy details

Please select/tick your preferred position(s):

Preference	Position
	APS5 Assistant Review and Investigation Adviser (Legal)
	APS6 Review Adviser (Legal)
	EL1 Senior Review Adviser (Legal)

Personal details

Title	
Given name	
Surname	
Preferred name	

Address line 1	
Address line 1	
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
Do you have a tertiary qualification in law?	
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.	

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
	Completed job application form
	A covering letter of up to two pages explaining my interest, motivation and fit for the role, including the skills and experience I will bring to the organisation and the position(s)
	My full resume

Australian Government
Office of the Australian Information Commissioner

Candidate Information Pack

Executive Level 2, Director Roles

Ongoing or Non-ongoing (temporary up to 12 months),
full-time or part-time.

Dispute Resolution Branch

March 2020

Your opportunity

The Office of the Australian Information Commissioner (OAIC) is a statutory agency within the Attorney-General Department's portfolio with responsibility for:

- privacy functions under the *Privacy Act 1988* and other legislation
- freedom of information functions under the *Freedom of Information Act 1982*
- government information policy functions, conferred on the Australian Information Commissioner under the *Australian Information Commissioner Act 2010*

Directors in the Dispute Resolution Branch play a key role in leading teams involved in delivering the full suite of regulatory action available to the OAIC in relation to privacy and access to information laws. The role is responsible for delivering privacy and/or information access regulatory outcomes in a fast paced and high volume environment. The role has responsibility for leading teams involving in conciliations, investigations and/or administrative review processes and in utilising all of the regulatory powers of the OAIC to achieve regulatory outcomes that benefit the Australian community.

The Early Resolution team receives and assesses all privacy complaints the OAIC receives and aims to resolve as many of them through an early resolution process. This often involves direct contact between the two parties, to discuss possible resolution of the matter, and the respondent providing the OAIC with a response to the allegations and to the outcome the individual is seeking.

Directors in the Freedom of Information (FOI) team lead a team focused on assisting the Australian Information Commissioner in the conduct of the OAIC's FOI regulatory functions, including the external review of agencies and ministers' FOI decisions, investigating FOI complaints and making extensions of time decisions in relation to FOI requests, issuing guidance and monitoring, investigating and reporting on agencies' compliance with the FOI Act.

As a Director FOI you will be responsible for providing support and mentoring to a team of review and/or investigation officers. This may also include developing and maintaining subject matter expertise in relation to freedom of information, providing strategic advice on the IC review and FOI complaint processes, and contributing to the leadership and management of the FOI team.

The roles

Based in Sydney CBD, we are looking for highly motivated individuals at the Executive Level 2, full-time or part time to fill two specific roles.

1. Director, Enquiries and Privacy Early Resolution

The work will include:

1. Providing advice or respond to complex Enquiries and complaints and respond to escalations

2. Overseeing assessment of all privacy complaints, raise matters of risk with Executive to ensure approach
3. Providing advice to other teams on enquiry or complaints trends, or provide privacy Dispute Resolution perspectives on particular issues
4. Responding to Executive, or the communications team, as to the status of matters that may be focus of media attention
5. Updating the Executive on the performance of the teams
6. Coaching and mentoring staff and provide training to all new staff as part of OAIC induction
7. Clear correspondence the team has drafted on stakeholder correspondence.
8. Reviewing all correspondence received after a privacy complaint has been closed to make a decision as to whether any further action is required
9. Working closely with other Directors to ensure approaches to issues/matters are aligned across the agency
10. Closely monitoring the intake, sprint and decline queues to ensure matters are being progressed at an appropriate rate and identify any trends or issues.

2. Director, Freedom of Information (FOI)

The work will include:

1. Effectively managing a team undertaking IC reviews, FOI complaints, other FOI regulatory activity and FOI related projects in a high volume environment
2. Managing the assessment of IC reviews/FOI complaints and exercise statutory delegations on behalf of the Commissioner
3. Participating in the development and review of policy, practice and procedure related to the management of IC reviews, FOI complaints and other regulatory activities
4. Providing strategic advice to, and liaise with, the Executive and other sections about the work of the FOI section as required
5. Contributing to OAIC wide processes such as submissions, publications, policy documents, web material as required
6. Delivering internal and external training, representing the OAIC at external forums and responding to media enquiries/issues as required

Selection criteria

General criteria for both roles

1. Shapes strategic thinking
2. Achieves results
3. Cultivates productive working relationships
4. Exemplifies personal drive and integrity
5. Communicates with influence

Job-specific criteria for Director, Enquiries and Privacy Early Resolution

1. Expert knowledge, understanding and/or experience in privacy or information access, or the ability to quickly acquire this knowledge and understanding;
2. Knowledge or experience of either:
    a. the performance auditing or risk assessments, or the ability to rapidly acquire this knowledge and understanding, or
    b. the development of policy advice and guidance in a regulatory context, or the ability to quickly acquire this, or
    c. statutory investigation, conciliation or merit review processes, including demonstrated experience in alternative dispute resolution and the ability to effectively manage and support teams in a high volume case management environment and appropriately prioritise competing interests;
3. Qualifications/experience in one or more of the following: law, public policy, auditing, risk assessment and informatics.
4. Experience in managing a team and demonstrated leadership.

Job-specific criteria for Director, FOI

1. High level knowledge, experience or understanding of current information policy and issues, particularly related to FOI, or the ability to quickly acquire this knowledge
2. Demonstrated experience in merit review processes, including demonstrated experience in alternative dispute resolution and decision making and the ability to effectively manage and support teams in a high volume case management environment and appropriately prioritise competing interests
3. Degree in law
4. Experience managing a team and demonstrated leadership

For further information on the generic criteria see the APSC website (https://www.apsc.gov.au/integrated-leadership-system-ils-el2-profile).

Remuneration and benefits

Total remuneration package will include up to $158,507 (ranging from $120,356 to $137,355 plus 15.4% superannuation) dependent on your experience, skills and abilities.

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.
- Terms and conditions of employment are set out in OAIC's Enterprise Agreement 2016 to 2019. Whilst remuneration is detailed in the Commissioner's 2019 Determination, with salary progression based on annual assessments of performance and contribution.

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.

How to apply

Please complete the attached application sheet as part of your application. You are asked to provide a covering letter of up to two pages explaining your interest in which particular Director role, motivation and fit for the role, including the skills and experience you will bring to the organisation and the position. All items should be sent as one document, including your full resume, to: jobs@oaic.gov.au

Closing Date: 5pm, Thursday 19 March 2020.

More information: visit www.oaic.gov.au or contact:

Mr David Stevens, Assistant Commissioner, Dispute Resolution on (02) 8231 4224 or

Ms Rocelle Ago, Principal Director, FOI on 02 9284 9621 for more information.

If you are shortlisted, we will contact you to arrange an interview.

If you are not shortlisted, you will be notified by email.

Australian Government
Office of the Australian Information Commissioner

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 privacy policy on our website.

Vacancy details

Please select your preferred position(s):

Preference	Position
	EL 2 Director, Enquiries and Privacy Early Resolution
	EL 2 Director, FOI

Personal details

Title	
Given name	
Surname	
Preferred name	

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

The selection process may include a range of assessment activities for example, cognitive testing, work samples as well as an interview. Most assessment activities are timed and are likely to 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.	

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
	Completed job application form
	A covering letter of up to two pages explaining my interest, motivation and fit for the role, including the skills and experience I will bring to the organisation and the position(s)
	My full resume

Australian Government
Office of the Australian Information Commissioner

Candidate Information Pack

APS 5, APS 6 and EL 1
Investigations and Dispute Resolution Roles

Ongoing or Non-ongoing (temporary up to 12 months),
full-time or part-time.

Dispute Resolution Branch

October 2019

Your Opportunity

Are you up to the challenge of safeguarding Australians' privacy and information rights?

Working with the Office of the Australian Information Commissioner (OAIC) will put you at the forefront of data protection and access to information regulation. It's a career-defining opportunity to spearhead compliance, enforcement and awareness across a dynamic regulatory area. Our agency has oversight across almost every Australian Government agency and industry sector.

Our mission is to uphold and promote Australia's privacy and freedom of information laws. Working within a small and agile agency, you will take on a range of work as part of a collaborative team to progress privacy and access to information issues. You will be expected to forge strong working relationships within government and across regulated entities as we pursue a wide-ranging regulatory remit.

We are also actively engaged with our interstate and international counterparts on policy, enforcement and awareness initiatives. We take pride in our proactive and collaborative working culture, our expertise and guidance, and our deep commitment to serving the community.

At a time of increased focus on data protection, transparency and accountability issues, this role is your chance to influence the future of privacy and access to information in Australia and beyond.

The Roles

The Dispute Resolution Branch performs key regulatory activities to promote and uphold privacy and access to information rights for the Australian community. The privacy investigations and dispute resolution section investigates potential interferences with privacy and applies appropriate regulatory responses, seeks to resolve privacy complaints through conciliation wherever possible and manages data breach notifications. The FOI section conducts Information Commissioner reviews and investigates FOI complaints seeking to resolve FOI disputes wherever possible.

Based in Sydney CBD, we are looking for highly motivated individuals at the APS 5, APS 6 and EL1 levels filling investigations and dispute resolution roles (ongoing or non-ongoing (temporary up to 12 months), full-time or part-time, who enjoy working both independently and in a team. You will have;

- attention to detail, analytical skills, and the ability to manage a high-volume case load,
- excellent communication skills, stakeholder management skills, and the ability to communicate effectively by phone and in person, write clearly and deal with a diverse range of people,
- the ability to work strategically in a dynamic regulatory context, and across a rapidly changing technological environment, and
- knowledge of, or the ability to quickly acquire knowledge of, the Privacy Act 1988 or the Freedom of Information Act 1982 and the ability to communicate these concepts clearly and effectively.

With regard to particular skills and experience, we are seeking candidates with a range of backgrounds, including;

- investigations and analysis, including in law enforcement and regulatory compliance agencies;
- negotiation and dispute resolution, including experience in alternative dispute resolution techniques;
- cyber security and/or ICT experience, including in network architecture and IT security functions.

We are also interested in subject matter knowledge or employment backgrounds in one of the following areas in which the OAIC's regulatory work is focused;

- Healthcare
- Financial services
- Telecommunications
- Technology and online services
- Australian Government administration.

Specific Duties

The work will include;

- managing an active caseload of either complex Privacy investigations, complaints, and data breach notifications or FOI reviews and FOI complaints,
- preparing correspondence, making administrative decisions and drafting briefs,
- incorporating alternate dispute resolution techniques such as phone conciliation conferences with parties to attempt to resolve disputes,
- providing written, phone or face to face advice on the application of the Privacy Act, FOI Act and related legislation,
- contributing to team performance objectives, and
- representing the OAIC at external meetings as required.

In addition, as an EL1 you may mentor and supervise staff and provide ongoing professional support.

Remuneration and Benefits

Total Remuneration packages range between $86,046 and $127,909 (including 15.4% superannuation) dependent on skills, abilities and your position.

- APS 5 Role remuneration is $74,563 to $78,827 plus 15.4% superannuation.
- APS 6 Role remuneration is $82,219 to $90,539 plus 15.4% superannuation.
- EL 1 Role remuneration is $103,618 to $110,840 plus 15.4% superannuation.

OAIC

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.
- Terms and conditions of employment are set out in OAIC's Enterprise Agreement 2016 to 2019. Whilst remuneration is detailed in the Commissioner's 2019 Determination, with salary progression based on annual assessments of performance and contribution.

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.

How to Apply

Please complete the attached application sheet and select the role(s) you prefer to be considered for. You are asked to provide a covering letter of up to two pages explaining your interest, motivation and fit for the role, including the skills and experience you will bring to the organisation and the position(s). You are also asked to specify whether you have a particular interest in the FOI or Privacy streams. All items should be sent as one document, including your full resume, to: jobs@oaic.gov.au.

Closing Date:	10am, Monday 4 November 2019.
More information:	visit www.oaic.gov.au or contact;
	Andrew Solomon, Assistant Commissioner, Dispute Resolution on (02) 9284 9708 for more information.

If you are shortlisted, we will contact you to arrange an interview.

If you are not shortlisted, you will be notified by email.

Australian Government
Office of the Australian Information Commissioner

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 privacy policy on our website.

Vacancy details

Please select your preferred position(s):

Preference	Position
	APS 5 Investigations and Dispute Resolution role
	APS 6 Investigations and Dispute Resolution role
	EL 1 Investigations and Dispute Resolution role

Personal details

Title	
Given name	
Surname	
Preferred name	

Address line 1	
Address line 1	
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

The selection process may include a range of assessment activities for example, cognitive testing, work samples as well as an interview. Most assessment activities are timed and are likely to 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.	

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
	Completed job application form
	A covering letter of up to two pages explaining my interest, motivation and fit for the role, including the skills and experience I will bring to the organisation and the position(s)
	My full resume

Australian Government
Office of the Australian Information Commissioner

Candidate Information Pack

EL2, Director Assessments

Ongoing, Non-ongoing (Temporary), Full-time, Part-time.

Regulation and Strategy Branch

July 2020

Your Opportunity

The Office of the Australian Information Commissioner (OAIC) is a statutory agency within the Attorney-General Department's portfolio with responsibility for:

- privacy functions under the *Privacy Act 1988* and other legislation
- freedom of information functions under the *Freedom of Information Act 1982*
- government information policy functions, conferred on the Australian Information Commissioner under the *Australian Information Commissioner Act 2010*

The Regulation and Strategy Branch is a unique environment in which the OAIC provides strategic policy advice in relation to privacy and information management issues and undertakes proactive regulatory activity in the form of assessments (previously known as audits).

The Role

Based in Sydney CBD, the Director, Assessments leads the development and delivery of the OAIC assessment program to successfully identify privacy risk across the public and private sector, by using target-appropriate, effective methodologies to make findings and write concise, constructive assessment reports.

The section managed by the Director, Assessments is also responsible for providing strategic guidance to regulated entities on privacy and government information handling practices.

The role delivers services to the OAIC Executive, staff of the OAIC, government, the private sector and the community.

The Director, Assessments works on a variety of issues and is responsible for:

1. Leading a section of staff to develop and deliver the OAIC's strategic, risk-based privacy assessment program.
2. As a member of the leadership group, contributes to corporate activities and the development and implementation of the OAIC's strategic plan.
3. Provides strategic advice to, and liaise with, the Executive and other units about sensitive issues arising in the work of the section.
4. Delivers high quality strategic policy and regulatory services to the OAIC, government agencies and the private sector on privacy issues.
5. Fosters productive internal and external working relationships.
6. Represents the OAIC at forums and events.

Selection Criteria

General criteria

1. Shapes strategic direction
2. Achieves results
3. Cultivates productive working relationships
4. Exemplifies personal drive and integrity
5. Communicates with influence

Job specific criteria

6. Expert knowledge and/or experience in privacy, or the ability to quickly acquire this knowledge
7. Knowledge or experience developing strategic, risk-based audit programmes and conducting performance auditing
8. Qualifications/experience in one or more of the following: law, public policy, auditing, risk assessment and informatics
9. Experience managing a small team.

For further information on the general selection criteria see:
https://www.apsc.gov.au/integrated-leadership-system-ils-el2-profile

Remuneration and Benefits

Total remuneration package will include up to $158,507(ranging from $120,356 to $137,355 plus 15.4% superannuation) dependent on your experience, skills and abilities.

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.
- Terms and conditions of employment are set out in OAIC's Enterprise Agreement 2016 to 2019. Whilst remuneration is detailed in the Commissioner's 2019 Determination, with salary progression based on annual assessments of performance and contribution.

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 NV1 level.

How to Apply

Please complete the attached application sheet as part of your application. You are asked to provide a covering letter of up to two pages explaining your interest, motivation and fit for the role, including the skills and experience you will bring to the organisation and the position. All items should be sent as one document, including your full resume, to: jobs@oaic.gov.au

Closing Date:	**5pm, Wednesday xx July 2020.**
More information:	visit https://www.oaic.gov.au/about-us/join-our-team/ or contact;
	Ms Melanie Drayton, Assistant Commissioner, Regulation & Strategy on (02) 9284 9712 for more information.

If you are shortlisted, we will contact you to arrange an interview.

Australian Government
Office of the Australian Information Commissioner

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 on our website.

Vacancy details

Please select your preferred position(s):

Preference	Position
	EL 2 Director Assessments

Personal details

Title	
Given name	
Surname	
Preferred name	

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.	

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
	Completed job application form
	A covering letter of up to two pages explaining my interest, motivation and fit for the role, including the skills and experience I will bring to the organisation and the position(s)
	My full resume

Australian Government
Office of the Australian Information Commissioner

Candidate Information Pack

Executive Level 1 (EL1) Senior Lawyer

Ongoing or Non-ongoing (Temporary up to 12months), Full-time, Part-time.

Corporate Branch

May 2020

Your Opportunity

The Office of the Australian Information Commissioner (OAIC) is a statutory agency within the Attorney-General Department's portfolio with responsibility for:

- privacy functions under the *Privacy Act 1988* and other legislation
- freedom of information functions under the *Freedom of Information Act 1982*
- government information policy functions, conferred on the Australian Information Commissioner under the *Australian Information Commissioner Act 2010*

As a Senior lawyer in the OAIC, you will work within an agency that employs many legally qualified staff. However, the small Legal Services team works independently.

The ideal candidate for this role will:

- hold qualifications in law and be, or meet the necessary requirements to be, admitted as a legal practitioner and eligible to obtain a Practising Certificate
- have expertise and experience in administrative law, freedom of information and privacy law, statutory interpretation, litigation and/or other relevant areas of legal practice
- have broad experience in delivering legal services in the APS
- have excellent communication, negotiation, and dispute resolution skills
- have excellent analytical ability, and an ability to apply complex legislative and policy frameworks to issues
- be able to engage effectively with a diverse range of people, including members of the community, external legal service providers and government agencies
- be confident making decisions in situations without extensive history or precedent
- be comfortable developing and using their networks beyond the OAIC for advice and support.

The Role

Based in Sydney CBD, we are looking for a highly motivated individual at the Executive Level 1 level, (ongoing or non ongoing (temporary up to 12 months)) full-time or part time and who enjoy working both independently and in a team.

The role of a Senior Lawyer within the Legal Services team works on a variety of matters and is responsible for:

1. conducting legal research and prepare legal advice (oral and written) to the Australian Information Commissioner and Executive on administrative law, statutory interpretation, with a focus on FOI and privacy law

2. providing legal advice to current business areas of the OAIC to assist those areas with the:
    - development of policy, guidelines and procedures in privacy and FOI planning, management and investigation of privacy and FOI complaints
    - conduct of IC reviews and privacy determinations

- drafting of privacy determinations

3. providing legal analysis and advice for the preparation of briefs and submissions on legislative and other law reform proposals relevant to FOI and privacy law

4. Processing complex FOI requests received by the OAIC;

5. providing corporate legal services to the OAIC in a broad range of areas relevant to public administration including advising on contracts and MOUs;

6. liaising effectively with external stakeholders, including external legal service providers and other government agencies having contact with the OAIC;

7. representing the Legal Services team and the OAIC in internal and external forums.

8. mentoring staff within the Legal Services Team

9. performing other tasks as directed.

Selection Criteria

General criteria

1. Shapes strategic direction
2. Achieves results
3. Supports productive working relationships
4. Displays personal drive and integrity
5. Communicates with influence

Job specific criteria

6. **Holds qualifications in law and be, or meet the necessary requirements to be, admitted as a legal practitioner and eligible to obtain a Practising Certificate (*mandatory*).**
7. **Has relevant expertise and experience in administrative law, freedom of information and privacy law, statutory interpretation, litigation and/or other relevant areas of legal practice.**

For further information on the general selection criteria see:
https://www.apsc.gov.au/integrated-leadership-system-ils-el1-profile

Remuneration and Benefits

Total remuneration package will include up to $127,909 (ranging from $103,618 to $110,840 plus 15.4% superannuation) dependent on your experience, skills and abilities.

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.
- Terms and conditions of employment are set out in OAIC's Enterprise Agreement 2016 to 2019. Whilst remuneration is detailed in the Commissioner's 2019 Determination, with salary progression based on annual assessments of performance and contribution.

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.

How to Apply

Please complete the attached application sheet as part of your application. You are asked to provide a covering letter of up to two pages explaining your interest, motivation and fit for the role, including the skills and experience you will bring to the organisation and the position. All items should be sent as one document, including your full resume, to: jobs@oaic.gov.au.

Closing Date:	**5pm, Monday 8th June 2020.**
More information:	visit www.oaic.gov.au or contact;
	Ms Amanda Nowland, Senior Lawyer on (02) 9284 9646 for more information.

If you are shortlisted, we will contact you to arrange an interview.

If you are not shortlisted, you will be notified by email.

Australian Government
Office of the Australian Information Commissioner

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 privacy policy on our website.

Vacancy details

Please select your preferred position(s):

Preference	Position
	EL1 Senior Lawyer

Personal details

Title	
Given name	
Surname	
Preferred name	

Address line 1	
Address line 1	
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

The selection process may include a range of assessment activities for example, cognitive testing, work samples as well as an interview. Most assessment activities are timed and are likely to 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.	

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
	Completed job application form
	A covering letter of up to two pages explaining my interest, motivation and fit for the role, including the skills and experience I will bring to the organisation and the position(s)
	My full resume

Australian Government
Office of the Australian Information Commissioner

Candidate Information Pack

Assistant Commissioner Dispute Resolution, Investigations and Review

Senior Executive Service Band 1

November 2019

Your opportunity

As a key member of the executive with the independent national regulator for privacy and freedom of information, you will drive a contemporary approach to regulation across the organisation and lead core activities including investigations, FOI reviews and alternative dispute resolution.

About the Office of the Australian Information Commissioner

The Office of the Australian Information Commissioner (OAIC) is an independent statutory agency within the Commonwealth Attorney-General's portfolio. Our purpose is to promote and uphold privacy and information access rights, and we have regulatory responsibility for the *Privacy Act 1988,* the *Freedom of Information Act 1982* and the *Australian Information Commissioner Act 2010*.

Our vision is to increase public trust and confidence in the protection of personal information and access to government-held information. We are working to achieve this vision through our strategic priorities:

- Advancing online privacy protections
- Influencing and upholding privacy and information access rights frameworks
- Encouraging and supporting the proactive release of government-held information
- Contemporary approach to regulation.

As an organisation, we pursue these goals in line with our guiding principles.

Our efforts are *targeted* to address emerging and priority issues and meet community expectations. We are *engaged* and *agile* in responding to our changing environment.

Above all, we are *independent*, operating fairly and impartially as the *expert* authority in guiding regulated entities, enforcing compliance and protecting Australians' privacy and information access rights.

We are seeking an experienced and skilled leader to implement our contemporary approach to regulation, a core element in achieving the OAIC's ambitions over the next four years.

At a time of increased focus on data protection, transparency and accountability issues, this role will place you at the forefront of data protection, open government and access to information regulation.

Role description

The Assistant Commissioner Dispute Resolution, Investigations and Review role is based in Sydney CBD and is a full-time ongoing position.

This is an opportunity for an experienced leader who has a strong background in investigations, enforcement and service delivery and who can lead a team will make sound decisions in a legislative context.

The successful applicant will be highly motivated with an excellent performance record of working in complex legislative and policy environments. They will be a strong leader, with outstanding interpersonal skills and the ability to see and communicate the 'big picture'. At the same time, the individual must be able to provide detailed guidance about process redesign and give direction on specific cases. They will also demonstrate a deep intellectual engagement with complex legislation and the strategic ability to identify those matters that will have the most significant regulatory impact.

The successful applicant will deliver outcomes consistent with the role of a contemporary regulator. The Assistant Commissioner will be expected to demonstrate outstanding skill and judgement in using the full spectrum of responses available to regulate privacy and freedom of information (FOI) across both the public and private sectors. This includes the ability to lead a branch to:

- deliver a public information service
- resolve matters through alternative dispute resolution
- conduct reviews, complaint and Commissioner-initiated investigations
- resolve matters through enforceable undertakings, binding decisions and determinations, and
- seek civil penalties.

The Assistant Commissioner Dispute Resolution, Investigations and Review will work to the Deputy Commissioner and closely with the Executive team and Commissioner.

Responsibilities

The Assistant Commissioner Dispute Resolution, Investigations and Review will:

- lead a branch to deliver the OAIC's dispute resolution services across both privacy and FOI functions, utilising the full range of the Commissioner's regulatory responses
- be responsible for the timely, appropriate resolution of matters within a set staffing and budgetary framework and ensure that staff training, systems, operational policies and processes support effective delivery of outcomes
- make sound judgements that accurately apply and build on existing law
- use an evidence-based approach to develop and implement regulatory strategy, create precedent and other initiatives to improve compliance in organisations and agencies subject to the FOI and Privacy Acts
- manage and support staff dealing with sensitive and complex issues in a direct service delivery context
- lead a team to conciliate outcomes or investigate matters including matters that may result in seeking civil penalties
- build sustainable and productive professional relationships with key stakeholders at all levels in the public and private sectors
- represent the OAIC in complex matters before parliamentary committees and other public and government forums

- demonstrate genuine collegiality in the small OAIC Executive group including through contributions to strategic planning, corporate management and budgetary responsibilities.

These duties are to be performed in accordance with the OAIC's policies including the APS Code of Conduct and Values, Workplace Diversity and Work Health and Safety.

Position location

The position is located in Sydney CBD. Some interstate travel will be required.

Remuneration

Terms and conditions of employment will be negotiated commensurate with the demonstrated experience and skills of the successful applicant at the SES Band 1 level.

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

- 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).
- 15.4% superannuation
- Contribution to your wellbeing through subsidies for eye health, flu vaccinations and a wellbeing allowance.

Eligibility

Relevant qualifications/experience in one or more of the following areas – law, implementing statutory regulatory regimes, technology.

Section 22 of the *Public Service Act 1999* requires that APS employees must be Australian citizens.

There may be restrictions on employment of people who have, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.

The successful candidate will be required to obtain and maintain an Australian Government security clearance for the duration of their employment with the OAIC.

How to apply

Please complete the attached application sheet and provide a covering letter of up to two pages explaining your interest, motivation and suitability for the role, along with specific examples outlining the skills and experience you will bring to the organisation and the position. Send all items as one document, including your full resume, to: oaic@beaumontandbeaumont.com.au.

Closing Date: 5pm, Monday, 2 December 2019

OAIC

More information: Contact Jonathan Beaumont, Director, Beaumont&Beaumont on 02 6126 4500.

If you are shortlisted, we will contact you to arrange an interview.

If you are not shortlisted, you will be notified by email.

Australian Government
Office of the Australian Information Commissioner

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 privacy policy on our website.

Vacancy details

Title	Classification
Assistant Commissioner Dispute Resolution, Investigations and Review	Senior Executive Service, Band 1

Personal details

Title	
Given name	
Surname	
Preferred name	

Address line 1	
Address line 1	
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
Do you have qualifications or experience in one or more of: • Law • Implementing statutory regulatory regimes • Technology.	
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

The selection process may include a range of assessment activities, for example, cognitive testing, providing work samples as well as an interview. Most assessment activities are timed and are likely to 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.	

Submitting your application

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

✓	I have included as one document
	Completed job application form
	A covering letter of up to two pages explaining my interest, motivation and suitability for the role, including specific examples to demonstrate the skills and experience I will bring to the organisation and the position.
	My full resume

Australian Government
Office of the Australian Information Commissioner

Candidate Information Pack

APS 6
Policy Advisers

Ongoing, Non-ongoing (Temporary up to 12 months), Full-time, Part-time.

Regulation and Strategy Branch

March 2020

Your Opportunity

The Office of the Australian Information Commissioner (OAIC) is a statutory agency within the Attorney-General Department's portfolio with responsibility for:

- privacy functions under the *Privacy Act 1988* and other legislation
- freedom of information functions under the *Freedom of Information Act 1982*
- government information policy functions, conferred on the Australian Information Commissioner under the *Australian Information Commissioner Act 2010*

The Regulation and Strategy Branch is a unique environment in which the OAIC provides strategic policy advice in relation to privacy and information management issues. The Branch is also be developing and implementing the privacy aspects of a new Consumer Data Right. Other work around strategic policy advice includes developing guidance on privacy as well as examining legislative and policy proposals and providing advice to government agencies and organisations.

The Role

Based in Sydney CBD, we are looking for several highly motivated individuals at the APS 6 level, full-time or part time and who enjoy working both independently and in a team.

The Policy Adviser works on a variety of issues and are responsible for:

1. Delivering high quality strategic policy and regulatory services to the OAIC, government agencies and private sector organisations on privacy and information management issues.
2. Preparing guidance on privacy directed at the private sector, public sector, and individuals.
3. Analysing proposed regulatory initiatives and enactments to minimise any adverse effects on the privacy of individuals.
4. Engaging with stakeholders and manage consultations across government agencies, with the private sector and community.
5. Preparing submissions in response to regulatory initiatives and enactments.
6. Undertaking complex policy and regulatory analysis and research, external and internal consultation and employ sound project management.
7. Promoting awareness and understanding of privacy legislative requirements and assist agencies and organisations with their legislative obligations
8. Building sustainable and productive professional relationships with key stakeholders in the public and private sectors.

9. Other duties, consistent with above, as directed.

Selection Criteria

General criteria

1. Supports strategic direction
2. Achieves results
3. Supports productive working relationships
4. Displays personal drive and integrity
5. Communicates with influence

Job specific criteria

6. A sound understanding of privacy legislation and of the role of statutory institutions, such as the OAIC, or the ability to quickly acquire this
7. Superior written communication skills
8. Strong analytical skills

Highly desirable criteria

9. Tertiary qualifications or experience in public policy, law, proactive regulation, information management or technology.

For further information on the general selection criteria see: http://www.apsc.gov.au/publications-and-media/current-publications/resources/ils-aps-6-profile.

Remuneration and benefits

Total remuneration package will include up to $104,482 (ranging from $82,219 to $90,539 plus 15.4% superannuation) dependent on your experience, skills and abilities.

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.

- Terms and conditions of employment are set out in OAIC's Enterprise Agreement 2016 to 2019. Whilst remuneration is detailed in the Commissioner's 2019 Determination, with salary progression based on annual assessments of performance and contribution.

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.

How to Apply

Please complete the attached application sheet as part of your application. You are asked to provide a covering letter of up to two pages explaining your interest, motivation and fit for the role, including the skills and experience you will bring to the organisation and the position. All items should be sent as one document, including your full resume, to: jobs@oaic.gov.au.

Closing Date:	5pm, Wednesday 25 March 2020.
More information:	visit www.oaic.gov.au or contact;
	Ms Melanie Drayton Assistant Commissioner, Regulation & Strategy on (02) 9284 9600 for more information.

If you are shortlisted, we will contact you to arrange an interview.

If you are not shortlisted, you will be notified by email.

OAIC

Australian Government
Office of the Australian Information Commissioner

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 privacy policy on our website.

Vacancy details

	Position
	APS6 Policy Adviser

Personal details

Title	
Given name	
Surname	
Preferred name	

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

The selection process may include a range of assessment activities for example, cognitive testing, work samples as well as an interview. Most assessment activities are timed and are likely to 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.	

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
	Completed job application form
	A covering letter of up to two pages explaining my interest, motivation and fit for the role, including the skills and experience I will bring to the organisation and the position(s)
	My full resume