



# Job Description Form

## Department of the Attorney General Purpose

To provide high quality and accessible justice, legal, registry, guardianship and trustee services which meet the needs of the community and government.

<b>Position Title</b> Freedom of Information (FOI) and Records Management (RM) Officer		
<b>Effective Date</b> May 2014	<b>Position Number</b> 011102	<b>Level</b> 4
<b>Division</b> Corporate Services	<b>Directorate</b> Shared Information Services	<b>Branch</b> Knowledge Management and Compliance (KMC)

**Divisional Outcomes**  
 Provide effective business systems and services that support the Department's success.

**Directorate Outputs**  
 Enable business areas to leverage information resources and technology to deliver services and improve effectiveness and efficiency.

**Branch Outputs**  
 To ensure that the various services, strategic projects and associated required technical change initiatives are well managed to deliver the required services and developments in a manner that maintains the integrity, sustainability and continuity of the Department of the Attorney General's records management (RM) functions, technical operating and applications architecture and provision of Freedom of Information (FOI) services.

**Role Of This Position**  
 Receive and action applications concerning access to documents requested under the provisions of the *Freedom of Information Act 1992*. Assists the Branch Manager to draft Notice of Decision. Liaises with the Office of the Information Commissioner, State Solicitor's Office, business area Heads and the Office of the Director General in matters relating to release of information issues and during the application processing.

Provides an advice service to the Departmental staff on FOI and related issues.

Develop and maintain appropriate policies and procedures for administering the FOI process within the Department.

Assists the Branch to update and maintain the RM policy and guidelines for RM.

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## Responsibilities Of This Position

### Strategic Policy, Legislation & Advice

- Contributes to the update of RM & FOI Policy, Guidelines, Standards and Procedures.
- Develops FOI strategies to meet legislative changes impacting the Department.
- Coordinates the implementation of FOI and related policies, guidelines and procedures within the Department.
- Drafts formal decisions on FOI applications under the supervision of the Branch Manager who has direct delegation from the Director General.

### Stakeholder Relationships

- Represents the Department on appropriate internal or external forums.
- Develops relationships, liaises and communicates with key stakeholders within and outside the Department.
- Seeks legal advice from the State Solicitor's Office on issues regarding the release of information as appropriate.
- Liaise with the Office of the Information Commissioner as the Department's representative during the external review process.
- Provides advice to staff and customers on FOI matters.
- Consults and negotiates with key stakeholders within and outside the Department, including applicants, internal staff, third parties and other government agencies.

### Service Delivery & Reporting

- Implements effective customer focused service delivery of FOI outputs.
- Assists the Branch Manager to monitor and report on FOI performance, including the collection and analysis of statistics obtained from the FOI database.

### Records Management

- Provides support to the RM function of the Branch as required.
- Conducts searches for relevant files and documents enquiring the corporate recordkeeping system.

### Functional Technical Skills

- Monitors the FOI database.
- Assists in relation to FOI reporting.
- Assists with the functionality improvement in the FOI database.
- Contributes towards security around FOI records captured in the recordkeeping system, TRIM.

### Other duties as required.

#### Corporate citizenship

Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.

Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.

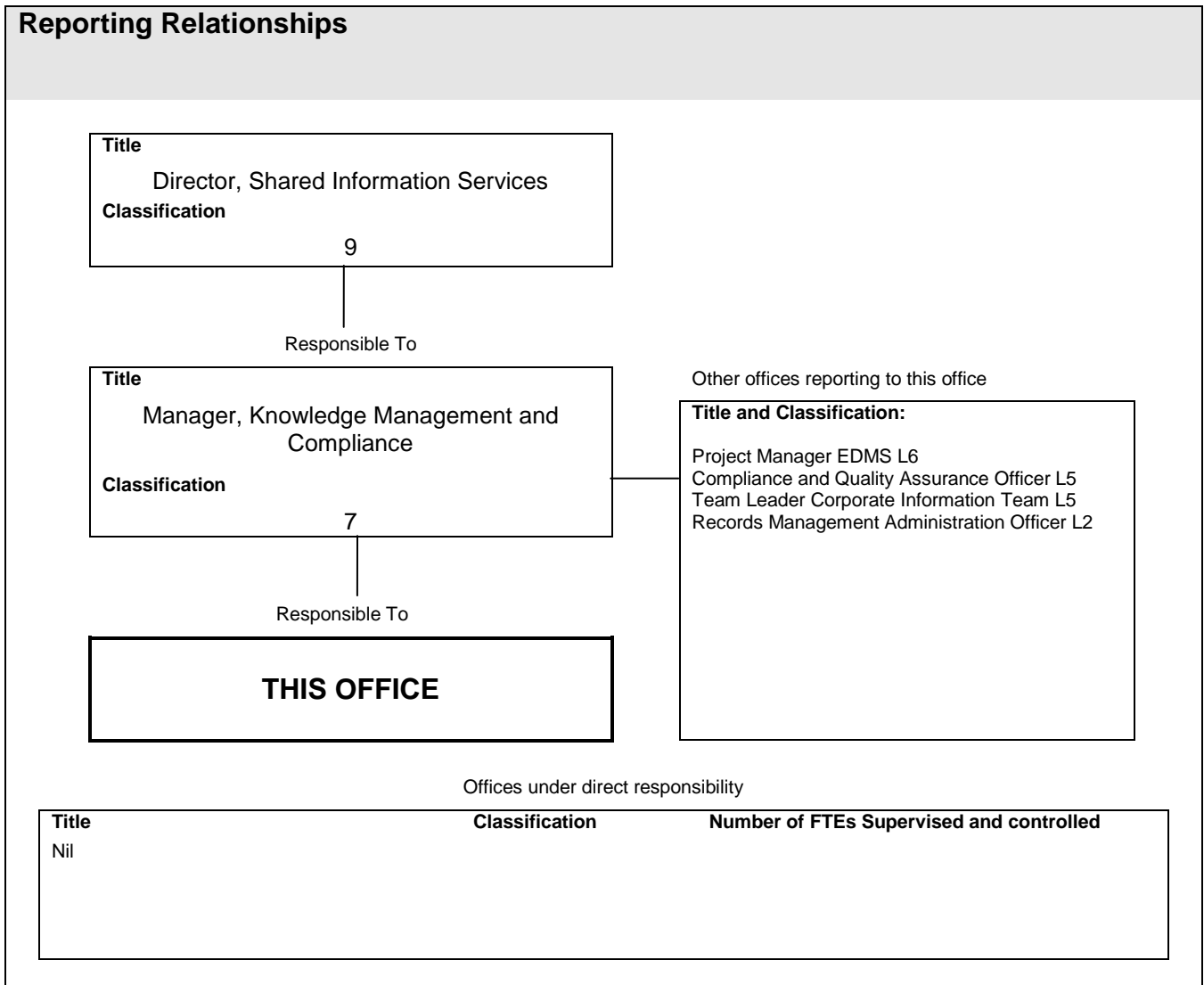
Demonstrate commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*.

Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the department's policies and any other direction given for their safety and health in the workplace.

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<b>Work Related Requirements</b>	
<i>The following work-related requirements will be assessed at different stages of the selection process.</i>	
<b><u>ESSENTIAL</u></b>	
<b>Knowledge of Freedom of Information Legislation and Processes</b>	Understanding and demonstrated application of FOI legislation and best practice. Interpreting legislation, applying legal opinions, rulings and case law in order to ensure compliance and develop strategies to meet any legislative changes. Demonstrated experience and ability in drafting decision notices.
<b>Well Developed Communication and Interpersonal Skills</b>	Using well developed interpersonal and communication skills to advise and negotiate with internal and external customers on legislation interpretation and compliance. Ability to convey complex issues to stakeholders. Ability to articulate decisions on access.
<b>Planning and Organisational Skills</b>	Managing multiple tasks with competing deadlines. Being proactive and demonstrating flexibility in response to changing conditions.
<b>Well Developed Conceptual, Analytical and Research Skills</b>	Conducting research and analysis of FOI issues, identifying opportunities and risks for the Department and contributing to the development of strategies. Effective use of that knowledge to appropriately research Freedom of Information applications and investigate circumstances surrounding the creation of documents.
<b>Well Developed Customer Service and Relationship Management Skills</b>	Positively representing the agency at internal and external forums. Applying customer skills by effectively consulting with staff and members of the public. Providing a customer focused service based on meeting individual needs.
<b>Functional Technical Skills</b>	Functional and technical knowledge and skills to use established tools appropriately and suggests improvements and/or redesign processes, tools or technologies to undertake current function.
<b><u>DESIRABLE</u></b>	
<b>Records Management Knowledge and Experience</b>	Knowledge of legislation, issues and trends affecting records management in government. Experience in using computerised records management systems.

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<b>LOCATION AND ACCOMMODATION</b> State location. If accommodation is available give details such as department/GROH free/rental, etc.	<b>LOCATION</b> Perth
<b>ALLOWANCES/SPECIAL CONDITIONS</b> State allowances and conditions applicable.	<b>ACCOMMODATION</b> N/A

<b>Certification</b> The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
<b>DELEGATED AUTHORITY APPROVAL</b> <i>As per the Human Resource Management Delegations</i>	
<b>Delegated Authorities Name</b>	
<b>Signature</b>	
<b>Date</b>	