Job Description Form

Freedom of Information Officer

# Position Details

**Position Number:** 002487

**Classification:** 3

**Award / Agreement:** PSGOCSAGA 2017

**Organisational Unit:** Corporate Operations / Information Systems and Corporate Performance

**Location:** East Perth

**Classification Evaluation Date:**

**JDF Review Date:** February 2015

## Reporting Relationships

**This position reports to:**

002483, Senior Freedom of Information Officer, Level 4

**Positions Under Direct Supervision:**

This position has no subordinates.

## About the Department

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

## The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

## Role Statement

This position is responsible for assisting in the implementation and administration of Freedom of Information legislation. This position also undertakes a range of information management activities to service clients’ needs and meet Departmental objectives, ensuring compliance with internal and external guidelines.

## Duties and Responsibilities

1. Freedom of Information
   1. Under direction accesses requests for access to documents of the Department made under the Freedom of Information (FOI) Act.
   2. Answers enquiries from public and Departmental staff.
   3. Assists with the Departments Information statement as required under FOI Act.

### Planning and Policy

* 1. Plans and prioritises work daily consistent with the on-going demands of FOI.
  2. Undertakes preliminary planning and essential work in preparation for reporting.
  3. Contributes to the development of policy in respect to the provision of information.
  4. Ensures reporting and advice is within the prescribed framework, meets Departmental standards and is timely, accurate and comprehensive.

### **Training and System Development**

* 1. Undertakes user acceptance testing for the changes and enhancements to the FOI database and assists in developing mechanisms to evaluate effectiveness of implemented changes.
  2. Liaises with relevant Departmental staff on system issues and problems.
  3. Assists with updating of manuals related to FOI.

### Administration

* 1. Assists in the co-ordination of the provision of documents for public access.
  2. Assists in viewing of documents.

### Customer Service

* 1. Ensures a quality customer service is provided at all times.
  2. Ensures a best practice customer orientation in relation to outcomes for information administration work.

### Other

* 1. Participates in Emergency Management and Response duties as required.
  2. Other duties as required

## Essential Work-Related Requirements (Selection Criteria)

1. Demonstrated experience in records management, policies, standards, with the ability to assist in the maintenance and management of an information management database system.
2. Well-developed organisational, communication (oral and written) and interpersonal skills with the emphasis on customer focus.
3. Ability to work independently and participate in a team environment.
4. Knowledge of relevant legislation, including the Freedom of Information Act, State Records Act 2000, Library Board of Western Australia Act, and the Copyright Act to support the provision of release of information.

Essential Eligibility Requirements / Special Requirements

1. Appointment is subject to a satisfactory National Police Clearance.
2. The occupant of this position must have the ability to travel to and work in various Department Offices in the Perth Metropolitan Area in response to organisational requirements.
3. Possession of a current Western Australian 'C' or 'C-A' Class Driver’s Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time to time production of the licence may be required upon request by the Department.

**Delegate Certification**

**HR Registration**

05 November 2018