



Job Description Form

Senior Information Release Officer

Knowledge Management

Position details

Classification Level: 5

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement
(and subsequent agreement/s)

Position Status: Permanent/Temporary

Organisation Unit: Corporate Services, Knowledge, Information & Technology

Physical Location: Perth CBD

Reporting relationships

Responsible to: Team Leader Freedom of Information – Level 6 or
Team Leader Information Release & Litigation Management – Level 6

This position: Senior Information Release Officer (Generic) – Level 5

Direct reports: Nil

Overview of the position

The Knowledge Management Branch is responsible for information governance and strategy, information management, information release to external parties in accordance with legislation, processing Freedom of Information applications and the management of responses to legal actions against the Department, in partnership with the State Solicitor's Office and RiskCover.

The Senior Information Release Officer interprets relevant legislation, memorandums of understanding, policies and procedures relating to the release of confidential information; researching and proposing process improvement strategies. The position coordinates the Department's response to applications concerning information requested by external parties under the *Freedom of Information Act 1992* (FOI Act) and other legislation; including coordinating the release of information where compelled by legislation, the courts and oversight bodies, including the Ombudsman. This role liaises extensively with internal and external stakeholders and maintains the security of highly confidential information.

Job description

As part of the Information Release and Litigation Management team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation.
- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Interprets complex legislation, policies and sharing arrangements relating to the release of information under the FOI Act and to external agencies and bodies under relevant legislation.
- Develops and maintains processes for the consistent and appropriate release of departmental documents under legislative provisions.
- Evaluates confidential information and updates systems with appropriate alerts.
- Responsible for security and confidentiality of identified documents and is directly responsible for their secure storage.
- Conducts analysis and research as required and prepares recommendations for process improvement strategies.
- Liaises and consults with internal customers, external agencies and responds to requests from the public and stakeholders in relation to the provision of information to ensure correct application and compliance with relevant legislation, policies and information sharing arrangements.
- Processes applications for document requests under the FOI Act; including the decision making process.
- Collects and analyses statistics, providing reports as requested.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of this position, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Demonstrated knowledge of *Freedom of Information Act 1992* and other legislation as it relates to information management and release, confidentiality and privacy.

Special requirements/equipment

Nil

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Executive Director

Signature: _____ Date: 10 Dec 2024

HR certification date: January 2025