

JOB ROLE STATEMENT

FREEDOM OF INFORMATION CO-ORDINATOR LEVEL 5

DIRECTORATE FINANCE AND COMMERCIAL SERVICES
BRANCH LEGAL AND COMMERCIAL SERVICES POSITION NO P0070198

KEY RESPONSIBILITIES

Co-ordinate the Freedom of Information (FOI) process in line with the requirements of the Freedom of Information (FOI) Act. Co-ordinate appropriate outcomes for applicants and Main Roads' information custodians that build professional relationships with stakeholders and increase Main Roads' reputation within the community.

KEY DELIVERIES

Freedom of Information Management

- Co-ordinate the FOI process in line with the requirements of the FOI Act.
- Review FOI applications and prepare Main Roads' responses in accordance with the FOI Act.
- Refer the more complex FOI requests to the Manager and provide specialist support in managing the FOI process.
- Undertake relevant research and analysis of documents and provide advice to document custodians on the application of the FOI Act and issues for consideration.
- Liaise with FOI applicants regarding the scope of information requested and expected outcomes and facilitate appropriate responses to requests in a professional and customer focused manner.
- Facilitate the understanding of the application of the FOI Act to document custodians i.e. Executive Directors, Directors and Branch Managers and about matters involving compliance with government policy and legislative requirements.
- Prepare and provide advice and specialist support to document custodians on options and risks of document releases.
- Review and report on FOI statistics for analytics and actions to improve compliance with the FOI Act.
- Co-ordinate the preparation and delivery of FOI related training to Executive Directors, Directors and Branch Managers.
- Maintain and apply sound knowledge and understanding of FOI issues across the Western Australian (WA) Public Sector.

Innovation and Performance

- Co-ordinate the implementation of innovative procedures and solutions that support and improve the efficiency and management of the FOI process within Main Roads.
- Co-ordinate the development and improvements of policy and procedures.
- Review and report on FOI compliance and performance and provide management with insights on emerging trends and/or risks.
- Research and provide advice to management on developments and issues across the WA Public Sector including FOI decisions made by the Office of the Information Commissioner.

Stakeholder Relationships

- Build and enhance collaborative working relationships with Executive Directors, Directors and Branch Managers to support their knowledge and understanding of FOI process and compliance matters.
- Represent the FOI Manager at external FOI stakeholder meetings.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL	LEVEL 7	POSITION NO
LEGAL AND COMMERCIAL SERVICES MANAGER		P0063263

FREEDOM OF INFORMATION CO-ORDINATOR LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	

TOTAL

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:


- Considerable skill, knowledge and experience in:
 - interpreting and applying Legislation and Acts
 - research, analysis and problem solving
 - facilitation
 - building and enhancing stakeholder relationships
 - written communication, report writing
- Knowledge of:
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

DESIRABLE:

- A Diploma in Communications or other related discipline.


CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 11/12/18


BRANCH/SECTION HEAD

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

SIGNATURE  DATE 11/12/2018

EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 11/12/18

MANAGER HR SERVICES