

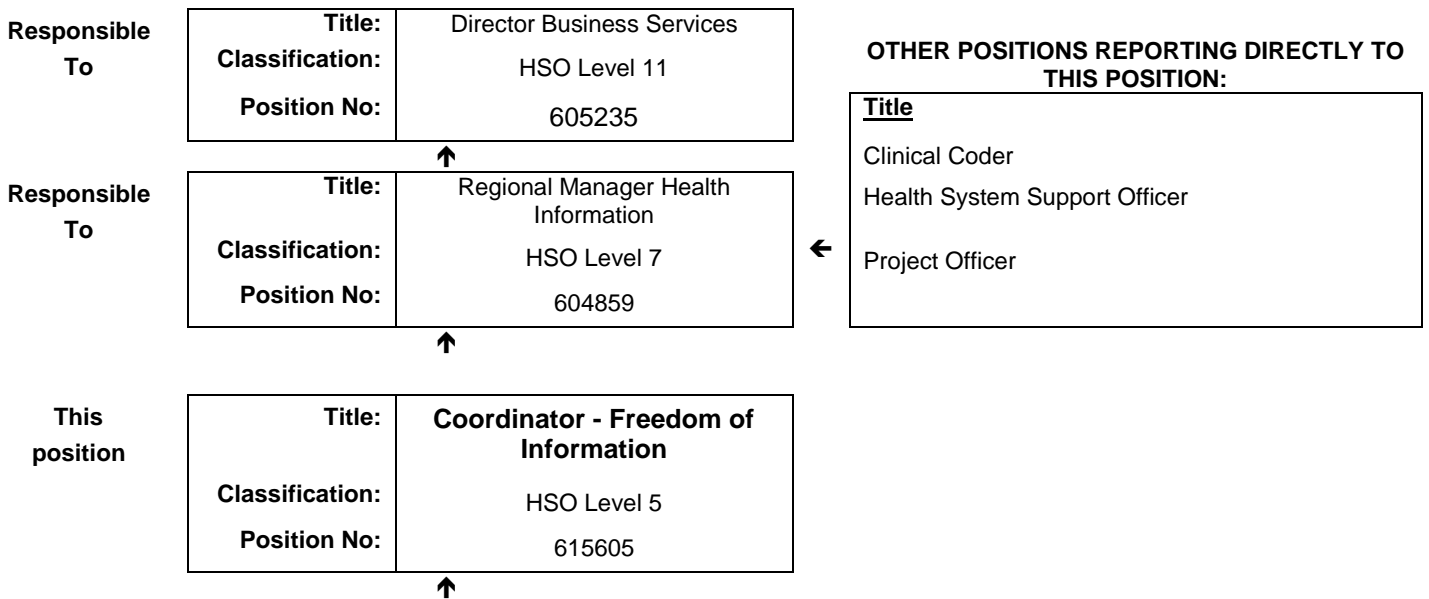


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Services Midwest		Position No:	615605
Division:	Business Services	Title:	Coordinator - Freedom of Information
Branch:	Health Information	Classification:	HSO Level 5
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:								
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Position No.</th> <th style="width: 50%;">Title</th> </tr> <tr> <td style="height: 100px;"> </td> <td> </td> </tr> </table>	Position No.	Title			<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Category</th> <th style="width: 50%;">Number</th> </tr> <tr> <td style="height: 100px;"> </td> <td> </td> </tr> </table>	Category	Number		
Position No.	Title								
Category	Number								

Section 3 – KEY RESPONSIBILITIES

Manages and processes of all requests of Freedom of Information and Release of Information, matters for the Midwest region. Responsible for granting or refusing requests for access to the documents of WA Country Health Service – Midwest, under delegated authority. Develop and maintain procedures to ensure compliance with legislation and policy for Freedom of Information and Release of Information matters.

**WA Country Health Service
Midwest**

16 August 2019

REGISTERED

	Coordinator - Freedom of Information	POSITION NO	615605
		CLASSIFICATION	HSO Level 5



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS

1. Improving the experience of health care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do
 Safe, high quality services and information at all times
 Care closer to home where safe and viable.
 Evidence based services
 Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.



	Coordinator - Freedom of Information	POSITION NO	615605
		CLASSIFICATION	HSO Level 5

Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	FREEDOM OF INFORMATION – RELEASE OF INFORMATION		
1.1	Makes decisions in conjunction with the Health Information Manager for WA Country Health Service - Midwest under Section 100 (1)(b) of the Freedom of Information (FOI) Act as delegated by the Chief Executive Officer, on the release or otherwise of requested documents.		
1.2	Represents Midwest region, where appropriate, before the Information Commissioner on matters associated with FOI.		
1.3	Liaises with an appropriate decision-maker when conducting Internal Review of FOI applications, which have been previously refused.		
1.4	Manages and processes FOI applications and determines fees and charges in accordance with FOI Legislation.		
1.5	Coordinates the release of documents for approved applicants and the provision and supervision of public access to documents.		
1.6	Consults with relevant external organisations, agencies, applicants and third parties regarding FOI and ROI relating to access of applications and related issues.		
2.0	ADMINISTRATION SUPPORT		
2.1	Is responsible for ensuring the timely completion of all requests for medical reports.		
2.2	Monitor and report on Freedom of Information performance in accordance with legislation and WACHS processes.		
2.3	Preparation of the Freedom of Information Annual Report, and the Annual Return to the Information Commissioner.		
2.4	Assists in the collation of and monitoring of regulated and organisation statistics.		
2.5	Supports the delegated authority in their Hospital Liaison Officer role in relation to requests for reports or other information concerning patients or staff members. i.e. Missing Persons		
2.6	Accepts all search warrants in conjunction with the HIM or Medical Director issued upon the hospital and coordinates access to documents as required.		
2.7	Receives all summons/subpoenas for documents and ensures that these are dispatched or delivered in accordance with legal requirements.		
2.8	Liaises with patients and clinicians for the provision of medical certificates		
2.9	Plans and coordinates the implementation of FOI legislation within the Midwest region.		
2.10	Plans policies, develops guidelines and procedures in accordance with the FOI Act and government policy.		
2.11	Ensures internal policy manuals and related documents are available to the public.		
2.12	Coordinates updating of Information Statement with assistance of Administrative Assistant, providing relevant information for inclusion.		
3.0	GENERAL		
3.1	Develops and implements FOI/ROI, information training sessions for Midwest staff.		
3.2	Other duties as directed		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.



	Coordinator - Freedom of Information	POSITION NO	615605
		CLASSIFICATION	HSO Level 5

Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated knowledge of the Freedom of Information legislation and other legal statutory requirements as they relate to this position.
2. Demonstrated ability to deal with sensitive issues and to maintain strict confidentiality.
3. Demonstrated well developed interpersonal and negotiation skills with proven ability to communicate with senior departmental officers and member of the general public.
4. Well-developed conceptual and analytical skills.
5. Demonstrated high standard of verbal and written communication skills, including drafting correspondence and report writing with attention to detail.
6. Demonstrated ability to organise and prioritise task and work efficiently under pressure.

DESIRABLE

1. Ability to utilise various software packages and high level of word processing skills.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Geraldton	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check Allowances <ul style="list-style-type: none"> • District allowance 		
Specialised equipment operated			

Section 7 – CERTIFICATION

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

Signature and Date:
Manager



Signature and Date:
Regional Director



As occupant of the position I have read and approved of duties, responsibilities and other requirements as stated in this document.

Name	Signature	Date Appointed	Date Signed

