



Job Description Form

Generic - Senior Information Release Officer

Knowledge Management Branch

POSITION DETAILS

Classification Level:	5
Award/Agreement:	PSA 1992 / PSGOGA 2017
Position Status:	Temporary
Organisation Unit:	Corporate Services Division, Knowledge, Information & Technology Directorate
Physical Location:	Perth CBD

REPORTING RELATIONSHIPS

Responsible to: Team Leader Information Release & Litigation Management- Level 6

THIS POSITION: Generic - Senior Information Release Officer - Level 5

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.

This temporary position has been established to assist with the management of responses to Redress applications and civil litigation in regard to historical child sexual abuse.

Reporting to the Team Leader Information Release & litigation Management, the Senior Information Release Officer provides assistance and support with the management and release of information to external parties in accordance with legislation, including under the *Freedom of Information Act 1992*.

This position prepares the Department's responses to a range of legal matters involving the Department, in consultation with the Team Leader Information Release & Litigation Management, the State Solicitor's Office and RiskCover.

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; and
- Represent the Department's interest on committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

- Provides assistance and support to the Team Leader Information Release & Litigation Management on the management and release of information to external parties;
- Assists in the management of legal cases and court actions, consults with the State Solicitor's Office (SSO) on matters requiring legal representation, and liaises with RiskCover where required; maintains the Department's register of cases;
- Processes requests for information from external parties in accordance with legislation, Memorandums of Understanding and Agreements; processes responses to Summons/Subpoena, Orders to Produce, and all other orders for the production of records and documents.
- Processes applications for document requests under the *Freedom of Information Act 1992*; including the decision making process;
- Assist in the development of policies and processes in relation to the release of information and documents to external stakeholders; and
- 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 the role specific responsibilities 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

- Knowledge of legislation as it relates to information exchange and release, confidentiality and privacy.
- Knowledge of legal and court processes.

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.

DIRECTOR GENERAL

Signature: _____ Date: _____

HR CERTIFICATION DATE: _____