



Job Description Form

020541 & 020542, Team Leader Information Release & Litigation Management

Knowledge Management Branch

POSITION DETAILS

Classification Level: 6
Award/Agreement: PSA 1992 / PSGOGA 2014
Position Status: Temporary
Organisation Unit: Corporate Services Division, Knowledge, Information & Technology Directorate
Physical Location: Perth CBD

REPORTING RELATIONSHIPS

Responsible to: 013537 Principal Information Officer- Level 7

THIS POSITION: **020541 & 020542, Team Leader Information Release & Litigation Management - Level 6**

Direct reports: Various

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 Principal Information Officer, the Team Leader Information Release & Litigation Management manages the release of information to external parties in accordance with the *Freedom of Information Act 1992* (FOI Act) and other relevant legislation. The position also contributes to the development of protocols for the exchange of information with other Departments in accordance with relevant legislation.

The Team Leader Information Release & Litigation Management provides advice and coordinates the Department's response to a range of legal matters, in consultation with the Principal Information Officer, the State Solicitor's Office and RiskCover, as required. The position is responsible for the maintenance of the Department's central register for legal cases.

JOB DESCRIPTION

As a member of the Information Release and Litigation Management team, the successful applicant is 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

- Works with the Principal Information Officer to manage the release of information to external parties
- Supervises a small team in relation to information release, including Freedom of Information, and litigation management.
- Coordinates a range of public liability and other litigation matters; consults with RiskCover and the State Solicitor's Office (SSO) on matters requiring legal representation and instructs SSO where required; manage a register of cases;
- Ensures responses to requests from external parties for the release of information in accordance with legislation, and responses to Summons/Subpoena, Orders to Produce, and all other court orders for the production of records and documents.
- Processes applications for documents under the *Freedom of Information Act 1992*, including the decision making process.
- Contributes to the development of policies and processes in relation to the release of information and documents to external parties in accordance with the *Freedom of Information Act 1992* and other legislation.

- 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, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

Achieve Results

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe 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, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

Communicates and Influences Effectively

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

Role Specific Criteria

- Knowledge of legal and court processes.
- Broad experience in processing requests for information, including under the *Freedom of Information Act 1992*.
- Comprehensive knowledge of 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.

DIRECTOR GENERAL

Signature: _____ Date: _____

HR CERTIFICATION DATE: _____