



# JOB DESCRIPTION FORM

## SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 19/11/2019

<b>ORGANISATION:</b> Department of the Premier and Cabinet
<b>DIVISION:</b> State Services
<b>BRANCH:</b> Governance and Reporting
<b>SECTION:</b> Freedom of Information

<b>CLASSIFICATION:</b> Level 5	<b>POSITION NUMBER:</b> DPC11062
<b>TITLE:</b> FOI Coordinator	
<b>AGREEMENT/AWARD:</b> Public Sector CSA Agreement	
<b>LOCATION:</b> West Perth	

## SECTION 2 – REPORTING RELATIONSHIPS

<b>Manager, Freedom of Information Level 7</b>
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Other offices reporting to this office	
<u>Title</u>	<u>Level</u>
FOI Coordinator (1)	Level 5
Assistant FOI Coordinator (2)	Level 3



<b>FOI Coordinator Level 5</b>
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Officers under direct responsibility	
<u>Title</u>	<u>Level</u>
Nil	



## SECTION 3 – KEY RESPONSIBILITIES

In accordance with the Freedom of Information Act 1992 (WA), co-ordinates applications, undertakes research, evaluates documents, provides draft formal decisions for relevant Minister and the Department on the release of information and is responsible to raise the awareness of internal and external clients in respect of FOI affairs.

## SECTION 4 – STATEMENT OF DUTIES

### Summary of Duties

#### BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

##### FOI APPLICATIONS

Provides relevant Minister and Departmental decision maker with formal draft decisions on release of documents, in accordance with the FOI Act.

Undertakes research and evaluates documents and interprets and applies legislation and policy in making decisions on the release of information.

Provides input to the development, implementation and maintenance of FOI advisory material for internal and external clients.

Consults and negotiates with applicants and/or their advisers, third parties, ministerial staff, departmental staff and other relevant private and government organisations over the release of documents.

Where required refers contentious issues with a recommendation to the FOI Manager on highly complex or sensitive issues.

##### COMMUNICATION AND CUSTOMER FOCUS

Generates and/or supplies the preparation of relevant correspondence, policy and briefing material for all ministerial and departmental FOI applications.

Delivers in-house FOI training to internal and external clients as required.

Ensures continuous knowledge and awareness of FOI Act through research and information sessions.

##### OTHER

Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.

Undertakes other duties as directed.

## SECTION 5 – SELECTION CRITERIA

### Essential

Excellent knowledge of the FOI Act with practical experience in processing FOI applications.

Demonstrated ability to work independently and as part of a small team.

Communicates clearly, negotiates confidently and builds relationships with internal and external clients.

Demonstrates flexibility and copes with day-to-day changes in priorities.

### Desirable

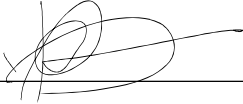
**SECTION 6 - CERTIFICATION**

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

**BRANCH/DIVISION HEAD**

**DIRECTOR GENERAL**

**SIGNATURE:**

  
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**SIGNATURE:**

\_\_\_\_\_


**DATE:**

19.11.19  
\_\_\_\_\_

**DATE:**

\_\_\_\_\_

As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB
Vivian Molan		19 November 2019	

As the Employee I have reviewed the statement of duties.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB