



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

GREAT SOUTHERN		Position No:	615874
Division:	Business Services	Title:	Coordinator - Freedom of Information
Branch:	Health Information Management	Classification:	HSO Level G-5
Section:	Health Information	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Director Business Services Classification: HSO Level G-11 Position No: 008027	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: Title 005019 Clinical Coder HSO LG-4/5 615670 Health System Support Officer HSO LG-5
Responsible To	Title: Regional Manager Health Information Classification: HSO Level G-7 Position No: 005003	
This position	Title: Coordinator - Freedom of Information Classification: HSO Level G-5 Position No: 615874	

Positions under direct supervision:	← Other positions under control:								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> </tr> </tbody> </table>	Position No.	Title	Nil		<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Category	Number		
Position No.	Title								
Nil									
Category	Number								

Section 3 – KEY RESPONSIBILITIES

Manages and processes all Freedom of Information (FOI) and Release of Information (ROI) requests for the region ensuring compliance with the Freedom of Information Act 1992, legislative requirements and WA Health policies. Ensures that requests are dealt with in a timely manner, including ensuring they are researched and evaluated with recommendations. Provide support to the Health Information Management area.

WA Country Health Service – Great Southern

26 May 2020

REGISTERED

TITLE	Coordinator - Freedom of Information	POSITION NO	615874
		CLASSIFICATION	HSO Level G-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 MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

**WA Country Health Service –
Great Southern**

26 May 2020

REGISTERED

TITLE	Coordinator - Freedom of Information	POSITION NO	615874
		CLASSIFICATION	HSO Level G-5

Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1. FREEDOM OF INFORMATION (FOI) / RELEASE OF INFORMATION (ROI)			
1.1	Manages and processes Freedom of Information applications in accordance with the Freedom of Information Act 1992, including the determination of fees and charges.		
1.2	Coordinates and processes Release of Information applications in accordance with legislative requirements and WA Health policies.		
1.3	Identifies and locates all relevant documentation relating to FOI/ROI requests held in either paper-based records (including corporate or medical records) or information systems (i.e. clinical applications).		
1.4	Consults with relevant external organisations, agencies, applicants and third parties regarding FOI and ROI relating to access applications and related issues.		
1.5	Prepares records for release, documenting all processes, and prepares all correspondence ensuring confidentiality is maintained.		
1.6	Maintains and manages all administrative functions related to requests including the maintenance of the FOI database.		
1.7	Monitor and report on Freedom of Information performance in accordance with legislation and WACHS processes.		
1.8	Liaises closely with the Regional Health Information Manager regarding release of information to minimise risk to the organisation.		
1.9	Assists in the preparation of the regional Freedom of Information Annual Report, and the Annual Return to the Information Commissioner.		
1.10	Assists in the collation of and monitoring of regulated and organisational statistics.		
1.11	Participates in Freedom of Information awareness training sessions as arranged by the Information Commissioner.		
1.12	Represents the region, where appropriate, before the Information Commissioner on matters associated with FOI.		
2. ADMINISTRATIVE SUPPORT			
2.1	Liaises with an appropriate decision-maker when conducting Internal Reviews on FOI applications, which have previously been refused.		
2.2	Plans and develops policies, guidelines and procedures in accordance with the FOI Act, legislation and WA Health policies.		
2.3	Provides ongoing FOI/ROI awareness sessions for staff, including the preparation and delivery of training packages in line with requirements.		
2.4	Carries out research, analysis and support as required.		
2.5	Support regional sites in the management of health records.		
2.6	Supports Regional Executive members through standardised reporting and analysis.		
2.7	Receives all summons/subpoenas for documents and ensures that these are dispatched or delivered in accordance with legal requirements.		
3. OTHER			
3.1	Undertakes 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.		

**WA Country Health Service –
Great Southern**

26 May 2020

REGISTERED

TITLE	Coordinator - Freedom of Information	POSITION NO	615874
		CLASSIFICATION	HSO Level G-5

Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated ability to interpret and apply the Freedom of Information Act 1992
2. Well-developed oral and written communication skills and interpersonal skills with demonstrated ability to communicate with senior staff and consumers
3. High level organisational skills and the ability to work with minimal supervision, in particular the ability to manage workloads and meet strict deadlines
4. Demonstrated ability to deal with sensitive issues and information and maintain strict confidentiality
5. High level computer skills including familiarity with Microsoft Office applications, spreadsheets and electronic record keeping tools/programs
6. Proven conceptual, planning, problem solving, research and analytical skills with attention to detail

DESIRABLE

1. Degree or qualification in the area of Health Information Management or demonstrated experience working in a health care service and information management in the public sector
2. Knowledge of the State Records Act 2000
3. Demonstrated understanding and knowledge of medical terminology
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery

Section 6 – APPOINTMENT FACTORS

Location	Albany	Accommodation	
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 		
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 noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

