



Principal Consultant, Freedom of Information and Information Disclosure

Business and Customer Services

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| Position number | 00044547 |
| Agreement | Public Sector CSA Agreement 2022 or as replaced |
| Classification | Level 7 |
| Reports to | Manager, Corporate Information Services (Level 8) |
| Direct reports | Senior Information Access Officer (Level 5) Information Access Officer x3 (Level 3) |

Context

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information and communication technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

The Business and Customer Services (BCS) Directorate supports the EBS objectives and outcomes of its customer by providing value for money corporate services through skilled and motivated people. The BCS aims to deliver services within an environment of standardised systems and processes. The services are delivered through the areas of payroll, finance, corporate information, business improvement and capability building.

The Corporate Information Services branch works to improve the quality, accessibility, reliability and security of information to support the Education system. It is responsible for the provision of records management, system administration, Freedom of Information (FOI) and the legal disclosure of information, as well as Library and switchboard services.

We are committed to contemporary work practices and adhere to the following service delivery principles:

Responsive: We respond to and reflect the needs of our customers.

Flexible: We are flexible and understand that our customers are not all the same.

Transparent: We are clear and open about our services, processes and decision making.

Accountable: We hold ourselves to high standards and deliver on our commitments.

Collaborative: We work in partnership with our customers.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Strategic Management

- Lead, manage and participate in issues as they arise from FOI and legal information disclosure activities that impact on government and provide innovative solutions for consideration by the Department.
- Develop a culture of continuous improvement to maximise best practice for FOI and legal information disclosure across government agencies and through example and training.
- Proactively manage corporate knowledge associated with the FOI function.

Management and Coordination

- Coordinate the activities of the FOI functional area including the allocation and coordination of human, financial and physical resources.
- Provide leadership, guidance, training and advice to staff and ensure the provision of effective, efficient and timely FOI and legal information disclosure services.
- Manage, develop, implement and maintain quality assurance processes that contribute to the accuracy, legality and integrity of information to clients.
- Review all draft decisions and make recommendations before they are provided to the Manager, Corporate Information Services, Ministerial Offices or the Director General.
- Undertake research and evaluate documents and interprets and applies legislation and policy in making decisions on the release of information in relation to FOI and legal information disclosure requests.
- Develop and implement corporate policies, processes, procedures, standards and protocols relating to the *Freedom of Information Act 1992*.
- Deal with all internal review matters received from applicants and external review matters received from the Information Commissioner on behalf of the Department and Ministerial Offices.
- Prepare required documentation, briefs relevant staff and appears on behalf of the Department and Ministerial Offices at compulsory conciliation conferences.
- Prepare Contentious Issues Briefing Notes, Estimates Committee Briefing Notes and responses to Parliamentary Questions on FOI and legal information disclosure matters as required.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Communication and Customer Focus

- Develop and deliver in-house and external FOI and legal information disclosure training courses as required.
- Lead and provide assistance to Western Australian Government agencies to obtain best practice with their FOI policies and procedures in dealing with FOI applications.
- Liaise and negotiate with internal and external stakeholders related to FOI, and consult third parties in relation to personal and commercial information and legal information disclosure matters.
- Provide a consultancy service to the Department, schools and associate professional bodies on FOI, legal information disclosure and associated processes.

Branch Support

- Understand and comply with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- Undertake other duties as directed.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishments of designated roles and deliverables.
- Represent the Branch, as required, on Directorate committees and working parties.

Selection criteria

1. Demonstrated extensive understanding of the *Freedom of Information Act 1992* and legislation and agreements impacting information access and sharing, including government policy frameworks and current issues applicable to a large and complex organisation.
2. Demonstrated extensive experience in the preparation of decisions in accordance with the *Freedom of Information Act 1992* and an ability to exercise sound judgement and analyse information from a range of appropriate sources.
3. Demonstrated highly developed negotiation skills with experience in liaising with a wide variety of clients and building and maintaining relationships with team members, colleagues, clients and stakeholders.
4. Demonstrated highly developed interpersonal, written and verbal communication skills and experience in preparing a wide range of high-level correspondence.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 22 February 2024
Reference D24/0141607