



## Job Description Form

Classification evaluation date: **03 Aug 1998** Current version date: **16 Jan 2014**

### 98000199, Information Officer

#### Position details

Classification / Level	Level 4
Award agreement	PSGOGA
Organisational unit	Document and Records Management
Physical location	South Perth Head Office

#### Reporting relationships

Number of positions supervised	0
Supervisor	
Position number	98000197
Position title	Coordinator
Classification / Level	Level 5

#### Key work description

This section provides a brief summary of the key functions of the position.

This position is responsible for coordinating requests for information made under the *Freedom of Information Act 1992* and complaints made to the department. This position ensures the department's compliance with the *Freedom of Information Act 1992*. The position undertakes and delivers other information management tasks as required.

#### Organisational context

The Department of Agriculture and Food leads the economic development of the agriculture and food sector in Western Australia.

We support the success of our state's agrifood businesses through services and partnerships that help drive the growth and transformation of industries. We also safeguard our state's precious natural resources.

We are a dynamic organisation with a strong focus on innovation and collaboration. Our strategic links with businesses and government organisations in WA, Australia and overseas allow us to create value and opportunities across supply chains, including through improved markets and trade.

Our statewide network of dedicated and talented staff work professionally and with integrity. We listen to and support our clients and partners to help deliver meaningful results to industry, government and the community.

## Work description

This section outlines the results and outcomes required.

### Freedom of Information

- Coordinates all tasks involved in the processing of FOI applications to the agency, including assessment, evaluation and the provision of access as appropriate.
- Drafts Notice of Decisions and all other documentation for initial requests and internal reviews on behalf of Executive.
- Liaises with the Office of the Information Commissioner and department staff in relation to external reviews.
- Provides advice to decision makers regarding the use of exemption clauses and possible outcomes based on case studies.
- Maintains statistical information for the department's annual report and annual returns for the Office of the Information Commissioner.
- Reviews the department's Information Statement annually.

### Complaints Management

- Maintains the department's complaints management using the department's electronic document management system.
- Liaises with department staff to ensure an appropriate response to complaints within the agreed timeframe.

### Training and Communications

- Provides advice and training on the *Freedom of Information Act 1992* as required.
- Acts as the point of contact for the public for FOI requests and complaints.

### Information Management

- Provides advice to staff regarding the management of their information using the department's electronic document management system.
- Represents the department and develops relationships with key stakeholders.
- Maintains department policy, procedures and guidelines in accordance with any relevant legislation and standards.

### General

- Maintains up to date knowledge of information management issues, trends, relevant legislation and standards.
- Applies relevant safety procedures/guidelines and equal opportunity principles to work performance.
- Applies the guidelines and principles of the WA Public Sector Code of Ethics and the department's Code of Conduct.
- Performs other relevant duties as required.

## Work related requirements

This section outlines the mix of pre-employment requirements and competencies required of an individual in this position. The following is to be read in the context of the preceding sections of this document,

### ESSENTIAL PRE-EMPLOYMENT REQUIREMENTS

- Australian citizen or permanent resident of Australia as defined by the Commonwealth Immigration Act (if not currently held, must be acquired prior to commencement at applicants expense for permanent appointment). For appointment on a casual or fixed term basis a relevant work visa must be held (if not currently held, must be acquired prior to commencement at applicants expense) if not an Australian citizen or permanent resident of Australia.
- Valid and current Western Australian C (car) class motor drivers license, or equivalent may be required for identified positions (if not currently held, must be acquired prior to commencement at applicants expense).

### CORE ESSENTIAL CRITERIA

- Sound knowledge of information management principles and standards. Demonstrated experience in an information management environment. This includes but is not restricted to working experience in the application of the *Freedom of Information Act 1992*, information management systems and relevant legislation and standards associated with managing government records.
- Demonstrated workplace communication skills. This includes but is not restricted to oral and written communication skills, negotiation, facilitation and training, presentation skills, teamwork and interpersonal skills with the ability to develop and maintain networks.
- Demonstrated ability to use conceptual and analytical skills using appropriate independent judgment and problem solving techniques. This includes but is not restricted to the ability to interpret legislation and provide appropriate advice to staff of all levels.

Note: Consideration may be given to your alignment to the value sets and needs of the department, workgroup, customer and community.

## Certification

Enter any certification requirements

Signature: \_\_\_\_\_

Date:                      /   /