

## POSITION DESCRIPTION

<b>TITLE:</b>	Senior Advisor, Information Protection		
<b>POSITION NUMBER:</b>	294		
<b>BRANCH:</b>	Information and Knowledge Management		
<b>CLASSIFICATION:</b>	VPS Grade 5.1		
<b>REPORTS TO:</b>	Manager, Information Protection		
<b>DATE CREATED:</b>	January 2021	<b>LAST REVIEWED:</b>	New

### 1 OUR ORGANISATION

The Victorian Electoral Commission (VEC) is the administrative agency through which the Electoral Commissioner's legislative obligations are exercised. The VEC is committed to ensuring that its policies and practices reflect good governance as well as complying with all relevant legislation. Adherence to the VEC's governance framework demonstrates accountability to stakeholders and ensures the vitality and impartiality of the electoral system, now and into the future. Staffing and work practices are determined by the *Public Administration Act 2004* and guided by the Victorian Public Sector Commission.

The VEC is an independent agency, operating under the auspices of the Department of Premier and Cabinet. The VEC is not subject to the direction or control of the relevant Minister in respect of the performance of its responsibilities and functions and the exercise of its powers.

The VEC's primary responsibilities under the *Electoral Act 2002* are:

- conducting parliamentary, local government, and certain statutory elections
- maintaining the Victorian register of electors
- supporting electoral representation processes for local councils and the Electoral Boundaries Commission
- promoting public awareness and understanding of electoral issues, and
- administering Victoria's political funding and donation disclosure obligations.

#### Our Vision

All Victorians actively participating in their democracy

#### Our Purpose

To deliver high quality, accessible electoral services with innovation, integrity and independence

#### Our Values

- **Independence:** acting with impartiality and integrity

- **Accountability:** transparent reporting and effective stewardship of resources
  - **Innovation:** shaping our future through creativity and leadership
  - **Respect:** consideration of self, others and the environment
  - **Collaboration:** working as a team with partners and communities
- 

## 2 ROLE CONTEXT AND PURPOSE

Information and Knowledge Management (**I&KM**):

- is a major contributor to the management of the VEC's electronic document and records management system (**EDRMS**)
- manages the customer feedback framework
- recruit seasonal employees when the workplan requires.

An effective Information and Knowledge Management program results in:

- Compliance with the information management, release, and security regulatory landscape
- Confident officers who manage, release and protect information using value and risk-based approaches
- Public records being properly managed through their lifecycle including managing release through Freedom of Information and section 34 Electoral Act
- Continuous improvement of the VEC's information and knowledge management maturity
- The VEC exploiting its information, and information in its custody
- Corporate Services Group supplying a cohesive service to the VEC in relation to Electra.

Reporting to the Manager Information Protection, the Senior Advisor, Information Protection will drive the VEC's 2022 Protective Data Security Plan (**PDSP**) and be the SME for matters relating to information security and data protection.

Frequent collaboration with cross functional stakeholders within the VEC, including business and technical staff will be required to successfully carry out the responsibilities of this role.

The role will lead the day-to-day information security function, including coordinating security assessments (including Privacy Impact Assessments (**PIA**), and Business Impact Level (**BIL**) assessments), and providing policy advice on operational initiatives and projects. They will provide high level advice on existing and potential information and data management related issues and risks.

The Senior Advisor will collaborate with officers from the Office of the Victorian Information Commissioner (**OVIC**), government agencies and public entities in relation to information security and data protection.

---

### 3 ACCOUNTABILITIES

- 3.1 Support the Manager Information Protection in the design, development and implementation of strategic and operational planning and monitoring and reporting on successful delivery of business objectives.
- 3.2 Lead the VEC's activities to support continuous compliance with and improved maturity against the VPDSS. This will include the development and implementation of the VEC's 2022 PDSP and monitoring strategies and procedures.
- 3.3 Respond to and lead remediation activities for information security incidents, non-compliance of security controls, VPDSS and any information security related internal/external audits.
- 3.4 Provide expert advice, recommendations and documentation in relation to information security and data protection, including legislative and regulatory interpretation and requirements, and policy and governance risks and trends.
- 3.5 Contribute to the ongoing development, continuous review and improvement of IKM and other security procedures and practices, in partnership with custodians, managers and subject matter experts. Ensure procedures and practices accurately reflect statutory and functional requirements.
- 3.6 Assist and inform the development and delivery of operational and strategic plans, budgets and other corporate reporting requirements.
- 3.7 Deputise for the Manager Information Protection in periods of absence.
- 3.8 Promote best practice in relation to information management, information security, privacy and other functions managed by the Information and Knowledge Management Team.
- 3.9 Actively support and promote the objectives of the Branch, and demonstrate the VEC's Values.
- 3.10 Be familiar with and adhere to the VEC code of conduct, VEC policies, guidelines and procedures, and risk assessment protocols.
- 3.11 Other duties as requested.

---

### 4 KEY SELECTION CRITERIA

- 4.1 **Communication** – Excellent written and verbal communication skills, including the ability to communicate at all levels to deal with complex and sensitive issues with tact and discretion.
- 4.2 **Legislation and Regulation Interpretation** - Skilled at interpreting legislation and regulatory processes alongside demonstrated capacity to provide written and verbal advice related to the interpretation.

- 4.3 **Operational planning** – plans activities and projects well in advance takes account of possible changing circumstances – able to adapt to changes.
  - 4.4 **Stakeholder management:** Excellent interpersonal skills and demonstrated experience in developing and implementing stakeholder engagement initiatives, creating lasting relationships with stakeholders to realise shared solutions.
  - 4.5 **Influencing and negotiating:** Demonstrated experience applying leadership and expertise to effectively address stakeholder issues, influencing others to identify opportunities and broker long-lasting solutions.
  - 4.6 **Program and project management:** Demonstrated experience translating business requirements into program or project objectives, identifying and defining scope, managing change, risks and resources, and evaluating success.
  - 4.7 **Creative problem solving** – range of solutions to a number of issues, gathers information and facts at hand, consults and looks to continuous improvement of processes and outcomes.
  - 4.8 **Qualifications or commensurate professional experience** in information security, data protection or similar area.
- 

## 5 OFFICE LOCATION

The usual place of work for the position is at the VEC's office located at 530 Collins Street, Melbourne. On occasion, some VEC positions may be required to travel to country Victoria and there may be periods of overnight stays.

---

## 6 THE VEC STRUCTURE

The VEC comprises an executive and seven Branches (or work units). The executive and the seven Branches are all located at the VEC's "head office". The VEC also operates a warehouse located at Melbourne Airport Business Park.

During elections, the VEC establishes temporary offices from which election managers and returning officers manage the election(s) for their electorate(s).

---

## 7 STAFF NUMBERS

The VEC's staff numbers fluctuate significantly depending on election events. While the VEC has "core" staff, the total staff complement increases as required during the preparation for, and conduct of, State and local government elections.

---

## 8 OHS RESPONSIBILITIES

Safety is everyone's responsibility at the VEC.

The VEC and its employees are committed to providing and maintaining a working environment which is safe and without risk to the health of all employees, clients, contractors and visitors. This commitment also extends to ensuring that the work of the VEC does not place the Victorian community at risk of injury, illness, disease or any form of property damage.

In the context of Occupational Health and Safety (OHS) policies, procedures, training, and instruction, as detailed in section 25 of the *Occupational Health and Safety Act 2004*, employees are responsible for ensuring that they:

- follow reasonable instruction
- cooperate with their employer, and
- at all times, take reasonable care of their health and safety and for the safety of others in the workplace.

Employees are required to be familiar with, adhere to, and where applicable use relevant policies, guidelines, procedures and risk assessment tools to minimise OHS risks in the workplace.

In this role, the known risks include basic manual handling and sedentary computer-based desk work. The role involves interface with members of the public and may also involve travel. Travel and driver safety procedures and the Harassment, Discrimination, Workplace Bullying and Anti-violence policy will need to be followed.

---

## 9 EQUAL OPPORTUNITY EMPLOYER

The VEC values the contribution of all employees and fair and equitable treatment of all people is integral to all activities. As such the VEC offers reasonable adjustments for applicants with disabilities on request.

The VEC is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. The VEC strongly encourages applications from Aboriginal and Torres Strait Islander people. The VEC aims to attract a diverse pool of applicants and focus on the genuine and essential requirements of the job using a merit-based selection process.

The VEC is committed to embracing reconciliation within the organisation and across Victoria's electoral system. Please read further information about the VEC's Aboriginal Engagement Plan at <https://www.vec.vic.gov.au/about-us/what-we-stand-for/self-determination>

---

## 10 OTHER RELEVANT INFORMATION

- The position is employed pursuant to the *Victorian Public Service Enterprise Agreement 2020*.
- You must comply with the Code of Conduct for Victorian Public Sector Employees of Special Bodies.

- Ongoing employment is subject to and conditional upon the return of a satisfactory National Police Certificate, and maintenance of a working with children check.
- The VEC is a 'Child Safe' organisation committed to the health, wellbeing and safety of children and young people. This commitment is taken seriously, and employees are expected to be cognisant of, and act consistently with, the VEC's expectations with regard to child safe principles and behaviours.
- Applicants who have been previously employed within the Victorian Public Sector must be asked whether they accepted a Voluntary Departure Package (VDP). There is a general prohibition on any form of re-employment of a former public servant who has accepted a VDP for a period of three years following receipt of the package.
- You need to disclose any pre-existing illness or injury that you know about which could be reasonably foreseen to be affected by the described work duties. Pursuant to section 41 of the *Workplace Injury Rehabilitation and Compensation Act 2013*, failure to disclose such a condition will mean that if employed, you will not be paid compensation for that condition.
- The VEC understands that work/life balance is an important part of employees' lives. The VEC offers a wide range of flexible work options to enable you to balance your work with other commitments and activities. This includes various options that can be requested and negotiated with your manager on a case-by-case basis, in consideration of the VEC's operational requirements.
- Work outside normal hours may be required to meet deadlines, including working weekends leading up to, during, and after elections.
- The VEC is a smoke free environment.

---

## 11 PRIVACY NOTIFICATION

The VEC requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

Further information on the VEC can be found at [vec.vic.gov.au](http://vec.vic.gov.au)

---

## 12 ELIGIBILITY AND RIGHTS TO WORK IN AUSTRALIA

You can gain employment with the VEC if you are:

- an Australian citizen: a birth certificate, citizenship certificate or current passport is proof of eligibility
- a permanent resident of Australia or New Zealand citizen who has entered Australia on a valid passport: you are allowed to stay and work in Australia without restriction, or
- a non-citizen with a valid visa that provides work rights: a current passport containing the visa is proof of eligibility. As the visa has an expiry date, non-

citizens can only engage in casual, temporary or fixed term roles that do not extend beyond the expiry date.

Visitors on a Working Holiday visa are permitted to work in temporary or casual roles, but for no longer than six months with any one employer.

---

### **13 POLITICAL IMPARTIALITY**

The VEC must act in a completely impartial way in all its activities, operations and dealings with stakeholders. Employees must undertake not to engage in any behaviour that would bring into question the independence or impartiality of the VEC in undertaking its various functions.

In accordance with section 17A of the *Electoral Act 2002*, the VEC may ask applicants for disclosure of specific political activities that could compromise the perceived independence of the organisation.

If you are the preferred applicant for a position, you will be required to complete a Disclosure of Political Activities form. Your appointment will be made subject to satisfactory completion and assessment of this form. Please read further information about the process at <http://www.vec.vic.gov.au/Employment/WorkingWithVEC.html>

---