

# OVIC

Office of the Victorian  
Information Commissioner

## Candidate Information Pack

Public Access Deputy  
Commissioner

**fisher**  
LEADERSHIP



# Office of the Victorian Information Commissioner

The Office of the Victorian Information Commissioner (OVIC) is an independent regulator with combined oversight of information access, information privacy, and data protection.

Our goal is to embed in the Victorian public sector a culture that promotes fair public access to information while ensuring its proper use and protection. We aim to build community trust in government's handling of information.

OVIC's core functions include protecting information privacy rights, overseeing access to government-held information, advising on lawful information sharing, and promoting effective information security within government. Its goal is to foster a public sector culture that promotes access to information while ensuring its proper use and protection. OVIC seeks to build community trust by empowering Victorians to know and exercise their information rights.

If you have a strong commitment to integrity and want to help shape the future of information rights in Victoria, we would like to hear from you.

<b>Classification</b>	<b>Statutory Appointment</b>
<b>Employment Status</b>	Full-time, Fixed Term
<b>Business Unit</b>	Public Access
<b>Reports to</b>	The Victorian Information Commissioner
<b>Location</b>	121 Exhibition Street, Melbourne
<b>Position contact</b>	David Baber, Fisher Leadership

# Key Accountabilities, Duties and Relationships



OVIC plays an important role in the operation of the Freedom of Information Act 1982 (FOI Act) and the Privacy and Data Protection Act 2014 by monitoring compliance with these Acts and providing advice, education and guidance to the public and agencies in relation to the Commissioner's functions and professional standards.

The functions of the Public Access Deputy Commissioner are as set out in sections 6H and 6I of the FOI Act. The FOI Act provides the public with a general right of access to documents in the possession of the Victorian government and its agencies, subject to limited exceptions and exemptions.

Key functions, concurrently with the Information Commissioner, include:

- Promoting understanding of the FOI Act;
- Independently reviewing FOI decisions made by Victorian government agencies, Ministers and principal officers;
- Receiving and dealing with FOI complaints;
- Monitoring compliance with the professional standards; and
- Providing advice, education and guidance to agencies in relation to the FOI Act.

*The Public Access Deputy Commissioner will also support the Information Commissioner in the management of the Office.*

## **Key Relationships:**

- Special Minister of State
- Stakeholders from business, community and non-government organisations;
- Key Victorian Government stakeholders including:
  - Department of Premier and Cabinet;
  - Department of Treasury and Finance;
  - Victorian Government Departments and Agencies and other integrity bodies
- Other Government jurisdictions including the Commonwealth and local government.

# Key Selection Criteria

1. Leadership: proven public sector leadership and management capabilities at a senior level, with a well-developed understanding of the operation of government and the public sector and the ability to think strategically.
2. Knowledge of the workings of government and extensive experience working within freedom of information and other applicable legislation and regulations.
3. Understanding of administrative decision making and processes, including exercising sound judgment and the appropriate exercise of discretion.
4. Demonstrated ability to build effective relationships between government, senior executive management, community, business and non-government sectors.
5. Proven capacity to influence; ability to engage and negotiate with stakeholders on strategic and sensitive issues related to government policy and provide expert and influential advice.
6. The ability to lead, engage and foster a highly skilled team, within a professional services environment, while driving organisational performance with effective budget and resource management.
7. Exceptional communication and interpersonal skills, together with a contemporary knowledge and understanding of corporate business issues and practices, emerging public sector trends and risk management principles are critical to this role.
8. Demonstrated ability to act with a high degree of integrity and ethical standards, promoting trust, respect and cooperation among OVIC staff and stakeholders.

## Qualifications and Experience

### Required

- Knowledge and experience in freedom of information in Victoria or a comparable jurisdiction.
- Awareness of OVIC's privacy and information security obligations.

### Desirable

- A candidate with a tertiary legal qualification holding a Victorian Legal Practising Certificate



## Important Information – employment

To be considered for this role, you must be an **Australian citizen** (in reference to citizenship requirements surrounding a security clearance), as such Permanent Residents and holders of a valid work permit or visa are ineligible to apply.

Employment with OVIC is pursuant to the Public Administration Act 2004 and the relevant provisions of the Victorian Public Service Enterprise Agreement 2020.

The salary range for this position is set out in the Remuneration bands for executives employed in public service bodies (Victoria) Determination No. 01/2020, incorporating changes made by the 2021, 2022 and 2023 Annual Adjustment Determinations.

Employees are expected to work in accordance with OVIC's hybrid working arrangements, working from the office at least two days per week, with the option to work their remaining hours from home.

OVIC has a mission to safeguard Victorians' information and support information innovation. In this role, you will have access to sensitive or security classified information. As a regulator, it is expected that this office and its staff are held to the highest standards, and as such, it is expected that you will occupy the role in a manner that withstands scrutiny, is ethical, lawful and fair.

Travel may be required for this role.



# Important Information

## Occupational Health and Safety

Senior managers are responsible for the overall direction of occupational health and safety (OHS) policies and programs in the department in order to meet their obligations under Section 21 of the Occupational Health and Safety Act 2004 (OHS Act).

OVIC is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees consistent with its obligations under the OHS Act. To support this, OVIC strongly recommends all OVIC employees are fully vaccinated against COVID-19 in order to undertake duties outside of the home.

## Pre-employment Misconduct Screening

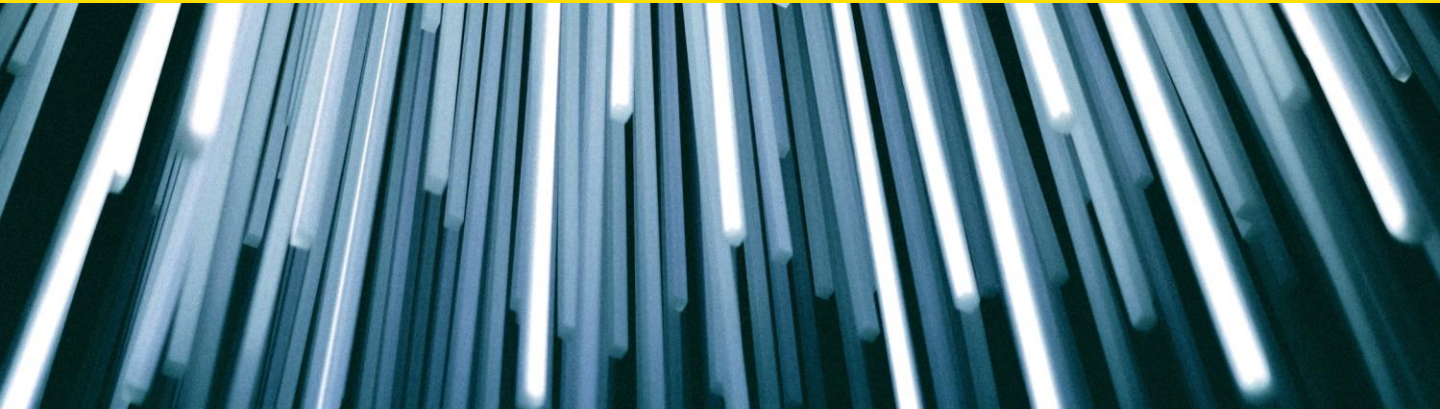
All appointments to the office of the Information Commissioner are subject to employment screening conditions outlined in Australian Standards 4811:2022. This includes, but is not limited to:

- Identity proofing (in accordance with the National Identity Proofing Guidelines);
- Resume checks;
- Character references (including employment references checking for a minimum of five consecutive years prior to the application, confirmation on dates of employment and positions held);
- National Police records check;
- Pre-employment misconduct screening declaration; and
- Where appropriate, directorship search via ASIC.

These conditions are subject to periodic rescreening as required, across the lifecycle of the engagement. In addition, this role has been assessed as an entrusted position<sup>[1]</sup>, requiring the successful applicant be able (eligible and suitable) to obtain a Negative Vetting 1 (NV1) clearance and to maintain that level of clearance while in this role.

This includes periodic rescreening as required, across the lifecycle of the engagement.

<sup>[1]</sup> Entrusted positions are roles within OVIC where it is expected that the individual will access information, assets, facilities or processes that are placed under some form of control or restriction because of their value (sensitivity & significance).



# Important Information

## **Accessibility**

OVIC provides reasonable adjustments for people with a disability. If you need adjustments to fully participate in the application or interview process, please contact David Baber at Fisher Leadership or to receive this information in an accessible format (such as large print or audio).

The position description is indicative of the initial expectation of the role and subject to changes to OVIC's goals and priorities, activities or focus of the job.

[\[1\]](#) Entrusted positions are roles within OVIC where it is expected that the individual will access information, assets, facilities or processes that are placed under some form of control or restriction because of their value (sensitivity & significance).

# Application Instructions

To apply, go to [fisherleadership.com](https://fisherleadership.com) and click on 'APPLY ONLINE' using reference **DOJpado424**, and address your cover letter and resume to David Baber.

Your application should include:

1. A covering letter that captures key selection criteria clearly quoting **DOJpado424**
2. A complete current resume with potential referees

Please ensure that you receive an email acknowledgement confirming receipt of your application.

**The closing date for applications is 31 May 2024**

