

# Senior Information and Right to Information Officer

STATEMENT OF DUTIES

MARCH 2026

Number	Generic
Portfolio	Business Operations and Support
Branch	Legal Services
Section/Unit/School	N/A
Supervisor	Manager – Information Management and Right to Information, Legal Services
Award	Tasmanian State Service Award
Classification	General Stream Band 6
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time 73.5 hours per fortnight, 52 weeks per year including four weeks annual leave.
Location	South

## Context

The Legal Services team is focussed on providing timely, accurate and solution focussed support on a broad range of legal issues that impact the Department. In addition to providing support to business units, senior executives and the Secretary, the team is responsible for all Right to Information and personal information requests made to the Department. Legal Services is also responsible for managing the Department's obligations in relation to the management of all civil claims, including historical claims involving child sexual abuse and responding to applications under the National Redress Scheme.

## Primary Purpose

Lead efficient and effective operation of the Legal Services team by determining and processing information requests. This includes – but is not limited to the assessment and determination of applications made pursuant to the *Right to Information Act 2009* (RTI Act) and the *Personal Information Protection Act 2004* (PIP Act) and responding to subpoenas.

The incumbent will lead the response to client related issues and provide authoritative advice and support in relation to the ongoing management of information and administrative services within the Legal Services Unit.

## Level of Responsibility/Direction and Supervision

Under the direction of the Manager, Information Management and RTI, the occupant is responsible for overseeing the release of Department information in response to various types of requests including but not limited to the *Right to Information Act*, the *Personal Information Protection Act* and the *Children, Young People and their Families Act*, and associated matters.

The occupant is responsible for assessing and determining applications as the Secretary's or Minister's delegate under the RTI Act.

The occupant receives general direction from the Manager, Information Management and RTI and is required to exercise a high level of initiative, discretion and autonomy in undertaking day to day activities.

The occupant is expected to exercise independent judgement and maintain the highest levels of confidentiality.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People and Culture (P&C) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

## Primary Duties

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1. Oversee the release of Departmental information in response to various types of requests, including but not limited to under the Right to Information Act, the Personal Information Protection Act, the Children, Young People and their Families Act, and subpoena including sensitive and confronting information, and associated matters (e.g. internal and external reviews under the RTI Act, complaints about release of information etc).
2. Provide leadership, instruction and guidance to the RTI and Information Services team.
3. Develop policies, procedures, guidelines, manuals, training packages and other documents and resources to ensure work practices within the Agency are in accordance with legislative and other legal requirements. This may involve liaising with the Office of the Solicitor-General for advice and delivering online or in-person training, with the support of the supervisor and/or legal officers.
4. Work strategically with law firms to manage applications for personal information lodged on behalf of their clients.
5. Undertake high level research, analysis, and investigation to prepare advice, ministerial and Departmental correspondence and make appropriate recommendations in relation to information release matters.
6. Liaise, consult, and negotiate at senior levels throughout the Department to ensure their input into policy development and effective monitoring of issues impacting the Department's release of information.
7. Assess information and prepare decisions as the Secretary's or Minister's delegate under the RTI Act.
8. Represent the Department at a range of relevant forums and liaise with other Agencies, as required.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
10. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

## Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

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1. High level knowledge of and experience in dealing with relevant legislation, policies and practices associated with the Right to Information Act, the Personal Information Protection Act and the Children, Young Persons and their Families Act, or the demonstrated ability to rapidly acquire such knowledge.
2. Demonstrated ability to provide technical subject matter guidance to oversee a small team responsible for release of information, including sensitive and confronting information, under the Right to Information Act, and the Personal Information Protection Act, with the ability to oversee output to ensure effective service delivery and the achievement of desired outputs and identify improvements to work unit functions and organisational efficiency.
3. High level conceptual, analytical and research skills associated with the development, communication and implementation of relevant policy and legislation, including the ability to provide clear, concise written and verbal advice to specialists and non-specialists, and the capacity to engage in effective and positive interactions with a broad cross section of people, including legal professionals and the Ombudsman's Office.
4. A high level of personal initiative and resourcefulness, including demonstrated organisational skills that enable the co-ordination and management of a variety of tasks at the same time, and the planning and completion of work activities within statutory pre-determined timeframes and to specified performance standards.
5. Highly developed communication skills, including interpersonal, oral and written communication skills, together with the ability to communicate effectively with a wide range of internal and external stakeholders, with a specific focus on sensitively responding to in-person applicants
6. Demonstrated ability to provide training to key stakeholders across the Executive and Divisions on the release of information, in particular under the provisions of the RTI Act, with the support of the supervisor and/or legal officers.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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| <b>Essential</b> | <ul style="list-style-type: none"><li>• Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)</li></ul> |
| <b>Desirable</b> | <ul style="list-style-type: none"><li>• Bachelor of Laws or other relevant legal qualifications</li></ul>  |

## Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct

specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

## Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

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**APPROVED BY P&C DELEGATE:** 973874 – Deputy Director Strategic Recruitment and Payroll Operations – March 2024

Request: 7020136

Date Duties and Selection Criteria Last Reviewed: 03/26 DN

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