

# Administrative, 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/Agreement	Tasmanian State Service Award
Classification	General Stream Band 5
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time 73.5 hours per fortnight, 52 weeks per year including 4 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 managing all applications under the Right to Information Act 2009 (RTI Act), the Personal Information Protection Act 2004 (PIP Act) and other types of 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

Within this context the Administrative, Information and Right to Information Officer will contribute to the efficient and effective operation of the Legal Services team by determining and processing various types of information requests. This includes – but is not limited to the following: the assessment and determination of applications made pursuant to the RTI Act, the PIP Act, and subpoena. The incumbent will respond to client related issues and provide advice and assistance in relation to the ongoing management of information and administrative services within the Legal Services Unit.

## Level of Responsibility/Direction and Supervision

Under the general supervision of the Senior Information and Right to Information Officer and the Manager, Information Management and RTI, the occupant is responsible for assessing and determining applications as the Secretary's or Minister's delegate under the RTI Act 2009.

The occupant is responsible for the effective and efficient coordination, processing and reporting of the legislative requirements associated with RTI Act 2009, PIP Act 2004 and other types of information requests.

The occupant is required to exercise a high level of initiative, discretion, and autonomy in undertaking day to day activities. The occupant is required 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. Assist with the release of Departmental information including under the RTI Act 2009; the PIP Act 2004; the Freedom of Information Act 1982; the Children, Young People and their Families Act, 1997 and subpoena which can involve the release of sensitive and confronting information, and associated matters and complaints (e.g. internal and external reviews under the RTI Act, complaints about the release of information).
2. Under the RTI Act 2009, act as a delegate of the Secretary and/or Minister to assess information and prepare decisions.
3. Liaise with a range of internal and external stakeholders, including applicants, departmental staff, and law firms in order to ensure that requests for information are efficiently managed and processed.
4. Undertake research, analysis and investigation to prepare recommendations, advice and ministerial correspondence to meet reporting requirements in relation to the Right to Information and Personal Information requests and other client related matters and queries.
5. Assist with the day-to-day administrative management of the Legal Services Team including taking calls from Departmental staff and providing advice as appropriate.
6. 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.
7. 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. Knowledge of and experience in dealing with relevant legislation, policies and practices associated with the RTI Act and the PIP Act, the Children, Young People and their Families Act, and subpoena or the demonstrated ability to rapidly acquire such knowledge.
2. Proven conceptual, analytical and research skills associated with the interpretation of relevant policy and legislation, including the ability to document the results and recommendations of research and analysis.
3. Demonstrated ability to think critically and solve problems, together with the capacity to develop and implement complex practices, systems and processes to support service delivery requirements.
4. Highly developed interpersonal and communication skills, including oral and written, together with the ability to communicate effectively to a wide range of internal and external stakeholders.
5. Demonstrated organisational skills, including the capacity to exercise initiative, flexibility, innovation and self-motivation, together with the ability to work both independently and as an effective member of a team, and to set priorities and manage a variable workload.
6. 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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### **Essential**

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

# 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 PSS DELEGATE:** 973874 – Deputy Director Strategic Recruitment and Payroll Operations – 06/24

Request:

Date Duties and Selection Criteria Last Reviewed: 06/24 SW

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