

Position Description

Position title:	Privacy and Information Officer
Directorate:	Governance
Service Unit:	Legal
Reports to:	Privacy and Information Coordinator
Direct reports:	Nil
Salary point:	SP12
Work location:	City Administration Centre, 12 Stewart Avenue, Newcastle CBD
Date revised:	March 2021

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Legal?

The Legal Service Unit is a multidisciplinary unit that leads and guides City of Newcastle in its core legal, governance and risk functions.

The Legal team supports staff and elected officials towards good governance, legislative compliance and risk management that supports the making of ethical, timely, risk informed and evidenced based decisions.

What's the focus of this position?

This position is responsible for providing support to the Privacy and Information Coordinator.

A key challenge of this role is balancing competing deadlines in a highly complex and demanding work environment ensuring high attention to detail and quality output often within a tight timeframe.

What you'll be doing:

- Provide high quality decisions on routine privacy and Government Information (Public) Access Act (GIPA) matters.

- Provide support to the Information and Privacy Coordinator on sensitive and high-profile Government Information (Public) Access Act (GIPA) matters.
- Ability to interpret and apply legislation particularly the Privacy and Personal Information Protection Act 1998 and the Government Information (Public Access) Act 2009.
- Liaise with members of the public and other relevant external stakeholders including Information and Privacy Commission (IPC), NSW Police and Ombudsman.
- Assist with investigations into privacy breaches.
- Assist with the implementation of CN's Privacy Management Plan, including its ongoing review and provide advice to stakeholders as and when required
- Assist in providing education programs and disseminate information to Councillors, management and CN employees on privacy and GIPA issues.
- Any other accountabilities or duties as directed by your Manager which are within the employee's skill, competence and training.

The essentials you'll need:

- Tertiary level qualifications in business, law or relevant experience.
- Proven ability to deal with sensitive, complex matters appropriately and confidentially.
- Excellent communication skills including presentation skills and the ability to prepare high quality written reports, correspondence and other documentation as required.
- Highly developed interpersonal skills with the ability to work in partnership with and provide excellent customer service to internal clients.
- Well-developed self-management, time-management and organisational skills with the ability to work under pressure with limited supervision and as part of a multi-disciplined team.
- Experience in the preparation and delivery of education programs.

Other valuable skills you may have:

- Knowledge of legislation relevant to Council including the Local Government Act 1993, Privacy and Personal Information Protection Act 1998 and the Government Information (Public Access) Act 2009.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.



City of
Newcastle

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sustainable global city

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	