

POSITION DESCRIPTION

Position details

Position:	Manager Right to Information
Classification:	AO7
JRN	QLD/573409
Location:	Flexible
Division:	Legal and Legislation
Branch:	RTI and Privacy
Business Unit:	Right to Information
Reports to:	Director Right to Information and Privacy
Direct report(s):	8

Position Purpose

The purpose of this position is to The Manager RTI is responsible for leading and managing the, Right to Information (RTI) team and taking all reasonable steps to ensure QBCC meets its legislative obligations in relation to RTI legislation, including mitigation of the Commission's privacy risks which may arise from its compliance obligations under the Information Privacy Principles. The Manager RTI will also be responsible for providing advice in relation to RTI and IP matters to internal and external customers and assessing Government requests and notices, complex privacy complaints, internal review applications and providing submissions and reports to internal and external stakeholders.

About Us

The QBCC is committed to promoting, supporting and encouraging respect, equity, diversity and inclusion across all aspects of our business and increasing staff awareness and respect for Aboriginal and Torres Strait Islander peoples and cultures.

Inclusion and diversity play an important role in the shaping of QBCC's culture and how our workplace operates both internally and externally. We are proud advocates of inclusive and flexible workplace practices which we believe are essential in creating safe, positive and productive work environments for everyone to enjoy. All reasonable support and access requirements will be accommodated to the extent possible, in accordance with the relevant legislation.

For information about QBCC including our Vision, Purpose and Mandate, visit our website: www.qbcc.qld.gov.au.

Our purpose

We deliver excellence in regulatory services to reduce risk and offer protection from harm.

Our vision

A thriving and resilient building and construction industry inspiring confidence, and supporting sustainable social, environmental, and economic outcomes for Queenslanders.

Our values:



Pursue
excellence



Be courageous



Be helpful



Focus on
people



Be connected



Value
customers

Key Outcomes and Accountabilities

The aim of this role is to:

- Lead and manage the operations of the RTI/IP team. This includes:
 - Ensuring QBCC compliance with the *Right to Information Act 2009* (RTI Act) and *Information Privacy Act 2009*(IP Act),
 - Monitoring and reporting on team performance;
 - Ensuring staff are provided with appropriate guidance, training, support and assistance; and
 - Compiling and monitoring the team budget and RTI/IP business planning with team input
 - Assisting QBCC to meet its strategic planning and vision
 - Recognising and managing risks
- Interpret and apply policy and legislation with the RTI Act and IP Act QBCC Administrative Policy and other processes when dealing with other Government agency requests
- Exercise delegated decision making power under the *Right to Information Act 2009* and *Information Privacy Act 2009* regarding access, amendments and release of documents that are held by QBCC.
- Liaise with affected parties, Commission staff and other government staff on RTI and IP matters and administrative access to documents held by QBCC.
- Undertake research for applications and projects.
- Prepare regular reports to QBCC Senior Leadership Team, QBC Board and Ministers about current RTI/IP applications.
- Represent the QBCC in intergovernmental forums and provide data to external review processes.
- Develop and deliver awareness/training programs for staff to raise awareness of RTI and IP information management practices
 - respond to requests for complex privacy or RTI advice
- conduct internal reviews of initial decisions under the Right to Information and Information Privacy Act

- prepare submissions to the Information Commissioner arising from external reviews of decisions under the RTI and IP Act and assist external or internal lawyers in dealing with RTI/IP QCAT appeals and attend QCAT when required.
- prepare a variety of correspondence, including: responses to complaints in relation to the Privacy Act, decision-notices under the RTI Act and the Privacy Act; advices on issues arising from Ministerial briefs; and submissions to the Information Commissioner arising from external reviews under the Privacy Act and the RTI Act, Annual reports for QBCC and Department of Justice
- verbally brief senior management, and liaise with a range of external and internal clients on complex issues arising from Administrative Access the, IP Act and the RTI Act
- develop and conduct training programs and support material for staff on such issues as: RTI, privacy and statutory decision-making
- provide advice to members of the public on complex information privacy, RTI and other information access practices and procedures
- as required, monitor, analyse and report as appropriate on developments in policy, law and technology which have an impact on information privacy and RTI both generally and in the Commission's context

Candidate Attributes

1. Demonstrated ability to provide leadership, direction and guidance to the Right to Information and Privacy team to ensure the QBCC meets its legislative obligations in relation to Right to Information and Privacy.
2. Ability to set objectives and monitor outcomes to ensure the team contributes to the QBCC meeting its strategic plan.
3. Demonstrated excellent consultation, coaching, facilitation and written and oral communication skills, with the proven ability to develop effective working and strategic relationships and partnerships with a wide variety of senior internal and external stakeholders in an overall environment of change and evolution.
4. Manage relationships and problem solve to achieve maximum efficiency within the team.

Other Requirements

- This position description provides the minimum requirements for the position. The incumbent may be required to undertake other duties as required.
- Delegations and authority to act – this position may be required to exercise certain powers in accordance with legislation and QBCC's business delegations.
- All staff must comply with their responsibilities under the applicable legislation. Including the following:
 - *Work Health and Safety Act 2011 (QLD)*
 - *The Public Sector Ethics Act 1994, including The Queensland Public Service Code of Conduct*
 - *Public Sector Act 2022 (QLD)*

Employment screening

The role requires satisfactory clearance of a variety of pre-employment checks (which may include criminal history checks, financial history checks, national police checks, and medical assessments). Failure to consent to the required checks will render the applicant unsuitable for the role.

All personal information obtained in the application process will be treated confidentially and held securely by the Commission. Applicants who have lived or worked overseas will be required to provide a current police clearance.