

## POSITION DESCRIPTION

### Position details

Position title:	Principal Right to Information and Privacy Officer
Classification:	AO6
Job Reference Number:	QLD/574448
Division:	Legal Services, Policy & Legislation
Business Unit:	Right to Information and Privacy
Reports to:	Manager, Privacy
Direct report(s):	Nil

### Position Purpose

The purpose of this position is to assist the Manager, Right to Information and Privacy to co-ordinate right to information and information privacy functions which includes assessing applications and requests, administrative access and requests from other Government agencies.

### 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](http://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:

- Understand, interpret and apply policy and legislation under the Right to Information Act 2009 and Information Privacy Act 2009.
- Assist the Manager in meeting the team Charter and KPI's by applying basic accounting principles for financial cost analysis, budget and annual reporting when required.
- Assess and 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 including complying with requests from other government agencies and industry bodies.
- Provide detailed Prescribed Written Notices, Reasons for Decisions, Consulting letters and Charges Estimate Notices.
- Handle complex and/or sensitive applications and requests for accessing or amending information.
- Research and compile correspondence, submissions and reports for QBCC Executive Office, Office of the Information Commissioner, Department of Housing and Public Works about current RTI and IP applications.
- Assisting the Manager with annual reporting for QBCC Annual Report and the Department of Justice and Attorney General Annual Report.
- Represent the Commission in intergovernmental forums.
- Develop and deliver awareness training by educating staff on QBCC meeting and/or complying with RTI&IP legislative obligations and other legislative requirements.
- Liaise, consult, negotiate and provide expert advice to key internal and external stakeholders.
- Assist the team in achieving goals with a focus on continuous improvement.
- Use ECM and associated applications/platforms for file management functions.
- Identify reporting requirements for automatically generated reports in ECM and Salesforce to assist users to manage their records.
- Assist in developing, monitoring and maintaining RTI's processes to ensure the team maintain sufficiency of search in ECM and Salforce and other legacy systems and record all required information.

## Candidate Attributes

1. High level skills in administering the Right to Information Act 2009 and the Information Privacy Act 2009 by exercising the power to make complex decisions through analysing and interpreting complex legislation, policies and case law within strict timeframes by applying a high standard of verbal and written communication skills, problem solving and detailed report writing.
2. Providing high level advice and interpretation of the Information Privacy Act 2009 and application of the Information Privacy Principles, including the understanding of relevant privacy and confidentiality legislation. Responsibility for assisting with the identification, development and implementation of appropriate privacy procedures and practice standards to ensure compliance with the Information Privacy Act 2009.

3. The ability to liaise, consult, negotiate and provide advice on complex matters to internal and external stakeholders in relation to requests under the Right to Information Act 2009, the Information Privacy Act 2009. Proven ability to thoroughly research, analyse and apply information relevant to legislative requirements relating to the release of information and ensuring accurate and thorough decision making.
4. The ability to identify and contribute to delivering effective solutions to problems and mentor team members in their development to ensure the necessary skills exist within the team to meet legislative requirements.

## 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:
  - *The Work Health and Safety Act 2011*
  - *The Public Sector Ethics Act 1994, including The Queensland Public Service Code of Conduct*
  - *The Public Sector Act 2022*
- The incumbent may be required to travel on official business and the possession of a C class licence is mandatory.

## 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.