**Candidate Information Pack**

EL2 Principal Lawyer, Corporate Legal Services

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| Job Reference  | OAIC-2025-013 |
| Type of vacancy and duration | Ongoing/Non-ongoing, Full-time |
| Classification  | Executive Level 2 (EL2) |
| Salary | $141,876 - $161,916 per annum plus 15.4% superannuation. |
| Location | Sydney CBD (preferred location), however we will consider candidate applications from all other locations within Australia. |
| Contact officer for information | Joanne Masters (02) 9432 7069Joanne.Masters@oaic.gov.au  |
| Email applications to | jobs@oaic.gov.au |
| Closing date for applications | 22 May 2025 at 11:59pm AEST  |

## About the Office of the Australian Information Commissioner

Working with the Office of the Australian Information Commissioner (OAIC) will put you at the forefront of data protection and access to information regulation. As an independent statutory agency, the OAIC’s work is of national significance and plays an important role in shaping Australia’s information handling landscape across the economy - from government, digital platforms and the online environment, to health, finance and telecommunications. Our mission is to uphold and promote Australia’s privacy and freedom of information laws.

We are an agency within the Attorney-General’s Department portfolio with responsibility for:

* privacy functions under the *Privacy Act 1988* and the *Digital ID Act 2024*
* freedom of information functions, in particular review of decisions made by agencies and ministers under the *Freedom of Information Act 1982*
* privacy and confidentiality functions in relation to the Consumer Data Right (CDR) under the *Competition and Consumer Act 2010* (CCA).

## Leadership roles in the OAIC

Leadership within the OAIC work as a united team, collaborating and supporting each other and staff in achieving outcomes for the Australian community, and ensuring the agency’s success.

You will demonstrate leadership that aligns with the values of the OAIC, which include:

* Modelling and championing the OAIC’s Guiding Principles (‘4 Pillars’): being proactive, proportionate, purpose-driven and people-focused
* Possessing integrity and demonstrating alignment with the APS Values: Impartial, Committed to service, Accountable, Respectful, Ethical and Stewardship
* Empowering staff to make decisions and supporting a shift to a more harm-focused regulatory approach for the OAIC that considers risk in a proportionate manner and is not risk averse
* Supporting OAIC’s Commissioners to set the strategic direction of the OAIC, communicating that direction internally and externally, and leading your team to deliver on it.

## The team

The Corporate Legal Services team provides expert legal advice and supports the OAIC’s Commissioners and Executive on high-priority matters related to statutory obligations, administrative law, and broader regulatory enforcement. This team plays a critical role in managing litigation brought against the Commissioner, supporting external legal representation for complex, high-risk cases, and handling court-based litigation. The Legal Services team concentrates on corporate legal matters, including industrial relations, contract management, procurement, and administrative law ensuring that the OAIC’s operations are compliant with relevant legislation and regulations. The team also serves as the point of legal expertise in supporting OAIC’s Information Commissioner in tribunal appearances.

Corporate Legal Services staff are expected to have expertise across general in-house legal matters that includes industrial relations and contract management, as well as experience in statutory interpretation, administrative law and litigation.

## Key relationships

You will be expected to develop and maintain effective and productive working relationships with a broad range of external stakeholders including portfolio agencies, government, academia, private sector and the Minister’s Office. You will represent the OAIC (for activities both within and outside your division) at high levels within and outside government. You will be required to build and maintain strong working relationships across the OAIC, particularly with the Commissioners and SES colleagues.

You will provide leadership, guidance and mentoring of staff within your team to foster their professional development and career progression.

## About The Role

You will maintain a high level of integrity and discretion and abide by the APS Code of Conduct, combined with a demonstrated understanding of the principles and practices of WH&S, equity, and diversity in the workplace.

Reporting to the Principal Director, Head of Legal Services, you will contribute to the work of the OAIC’s Corporate Legal Services team which is responsible for the delivery of independent and expert legal advice to the OAIC’s Commissioners and Executive and managing the conduct of litigation brought against the OAIC. You will support OAIC functional areas to access external legal support where needed, and to identify and manage legal risk. Corporate Legal Services staff may appear for the Information Commissioner in tribunals on lower-risk matters and instruct external lawyers on higher-risk matters and court-based litigation. Corporate Legal Services will also support the Information Commissioner to certify compliance with the legal services directions. Corporate Legal Services will contribute to the delivery of the OAIC’s stated priorities and principles.

You will support the OAIC’s shift towards a more harm-focused approach that actively engages with risk to develop legally sound solutions.

You will lead with a high degree of independence and will support the Principal Director, Head of Legal Services and Commissioners in establishing priorities, practices and methodologies to deliver quality legal outcomes for the OAIC.

Key duties include:

* Leading, guiding and mentoring a team of lawyers with a focus on fostering professional development
* Ensuring each matter is managed strategically and efficiently, risks are mitigated, and strive to achieve the desired outcome for the OAIC and the Australian public
* Overseeing the preparation of materials for consideration by the Commissioners, ensuring accuracy and deadlines are met
* Providing expert legal advice on a range of matters across numerous legislative instruments
* Exercising delegation and sound judgement on the principles of good administrative decision making
* Providing expert advice and guidance on regulatory and operational matters to the Commissioners, outlining risks and opportunities
* Positioning the OAIC and its regulatory posture to be responsive to emerging risks and aligned with community and government expectations
* Developing and maintaining effective and productive networks across portfolio agencies, government, academia, private sector and the Minister's Office positioning the OAIC as a trusted regulator
* Coordinating submissions and where required, representing the OAIC in complex matters before parliamentary committees and other public and government forums.
* Other duties as required.

## Job Specific Capabilities, Skills & Experience

We are seeking applications from candidates who have:

* Legal qualifications including the ability to obtain and maintain a practicing certificate
* Experience operating in a regulatory environment or advising on regulatory legal issues
* Ability to provide expert advice across various areas of law
* Broad legal experience working with or within government, including litigation experience
* Experience in managing people to achieve organisational priorities
* Ability to provide impartial and forthright advice to Commissioners’ and stakeholders
* Excellent negotiation skills combined with highly developed communication and people skills
* In depth knowledge of the *Public Service Act 1999*, the *Freedom of Information Act 1982* and the *Privacy Act 1988* or an ability to quickly gain that knowledge

These duties are to be performed in accordance with the APS Code of Conduct and APS Values and Office policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the Office may re-assign the duties of an employee from time to time.

You are encouraged to familiarise yourself with the [APS Work Level Standards](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/work-level-standards-aps-level-and-executive-level-classifications) for your relevant classification.

## Security requirements

You must be able to obtain and maintain a Negative Vetting Level 1 security clearance.

## Position location

The OAIC operates a hybrid work model with a combination of remote working and office attendance. Whilst the OAIC office is located in the Sydney CBD (and preferred), we will consider candidate applications from all other locations within Australia.

The OAIC values face-to-face interaction and fostering connection between our people and with our stakeholders. The OAIC’s hybrid work model expects in office attendance when the type of work or task is better suited to being completed from an office, for example, staff inductions and onboarding, planning days, relationship building activities and project or collaborative work.

## Remuneration and benefits

Salary will be negotiated with the successful candidate, commensurate with the work level standards at the EL2 level.

The OAIC is committed to enabling its people to perform at their best and offers the following benefits:

* Opportunity to work at the cutting edge of privacy and data protection, paving the way for future career opportunities.
* Access to ongoing professional development, with a capability framework to guide skill enhancement.
* Genuine flexibility to help achieve a balance between work and home life.
* Additional paid leave over the Christmas to New Year period as well as access to other leave (e.g. for study or moving).
* Contribution to your wellbeing through subsidies for eye health, flu vaccinations and a wellbeing allowance.

The OAIC is committed to diversity and inclusion. We encourage and welcome applications from people living with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds, and mature age people.

## Eligibility

* Section 22 of the *Public Service Act 1999* requires that APS employees must be Australian citizens.
* There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.
* For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance at the Negative Vetting Level 1 and meet required background, identification and character checks.
* Note: All duties are to be performed in accordance with the APS Code of Conduct and APS Values and OAIC policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the OAIC may re-assign the duties of an employee from time to time.

## How to Apply

1. Please complete the application form found at the end of this job pack as part of your submission.
2. Please provide a statement of claim of up to 2 A4 pages, addressing your interest, motivation and fit for the role. Your statement should include the use of practical and professional examples as relevant to the role and the job specific capabilities, skills and experience outlined above.
3. Your application form, CV and statement of claim should be collated as one document (where possible) and sent in a single email to: jobs@oaic.gov.au. Please ensure your email includes your full name in the email subject field, along with the job reference number found on the front page of this pack.

## Application Tips

Your pitch must be in a font size no smaller than size 10 and using a professional font selection *(e.g. Times New Roman, Calibri or Arial).*

To assist you in pitching your response and capabilities at the appropriate classification, you are encouraged to review the APS Work Level Standards which are available on the Australian Public Service Commission website – [click here.](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/work-level-standards-aps-level-and-executive-level-classifications)

Your CV should be a maximum of four pages.

## Further Information

If you are shortlisted, you may be contacted to arrange an interview.

If you are not shortlisted, you will be informed by email. Please note that we are not usually able to provide feedback to candidates that are not shortlisted due to the volume of applications received.

A merit list of suitable candidates may be established and may be used to fill future vacancies that arise.

## Questions?

For more information please visit <https://www.oaic.gov.au/about-us/join-our-team> or reach out to the contact officer listed on the covering page of this job pack.

## Application Sheet

Please complete this form to apply for a position with the Office of the Australian Information Commissioner.

Any personal information you provide is protected by the *Privacy Act 1988* and will be used for recruitment purposes only. You can view our [human resources privacy policy](https://www.oaic.gov.au/about-us/our-corporate-information/key-documents/human-resources-privacy-policy/) on our website.

### Personal details

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| --- | --- |
| Title |  |
| Given name |  |
| Surname |  |
| Preferred name |  |
| Contact Number  |  |

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Suburb |  |
| State |  |
| Postcode  |  |

### APS employment

If you are currently employed in the Australian Public Service (APS), please provide the following information:

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| --- | --- |
| APS employer | Response |
| Australian Government Service Number (AGS) |  |
| APS Classification |  |
| Employment status (ongoing or non-ongoing) |  |

### Eligibility and Integrity

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| --- | --- |
| Requirement  | Response |
| Are you an Australian citizen? |  |
| Have you ever been officially warned, breached or investigated for workplace behaviour or integrity matters? (Yes/No) |  |
| Have you received a redundancy benefit, severance payment or similar benefit from an APS Agency or a non-APS Commonwealth employer within the last 12 months? |  |

### Accessibility adjustment of selection process

At times we may need to conduct a range of selection processes for example, preparing written work samples as well as an interview. Some assessment activities may be timed and/or could include reading from a computer screen or paper.

We understand that you may not wish to share information about your disability at this time, however the responses you provide will help us in making the selection process inclusive and give you the opportunity to request any necessary adjustments.

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| Adjustment  | Response |
| Are there any adjustments that you may require to the selection process? |  |
| If you do require adjustments to the selection process, please tell us what type of adjustments you require. |  |

### Merit Pool Sharing

A merit pool is a group of applicants that have been deemed suitable for an advertised vacancy, however they are not considered the preferred candidate or appointed to the advertised role.

Applicants who are placed in a merit pool may be considered for future vacancies if the new vacancy meets the merit sharing principals outlined below:

* The vacancy is at the same classification.
* The vacancy is the same category of employment (ongoing or non-ongoing).
* The vacancy comprises of similar duties.
* The vacancy is in a similar location.

Applicants who are placed in a merit pool and agree to be considered for subsequent vacancies:

* Will have their details maintained by the OAIC for a period of up to 18 months from the date the vacancy was advertised.
* May have their information provided to other Commonwealth Agencies employing under the *Public Service Act 1999* or *Parliamentary Services Act 1999* to fill similar roles across the Australian Public Service.

 **If you are assessed as suitable and placed in a merit pool, do you consent to your application, CV and assessment information being shared with other Commonwealth Agencies to fill similar roles in the Australian Public Service?**

[ ]  Yes, I agree for my application details to be shared as outlined above.

[ ]  No, I do not agree for my application/details to be shared and would like to opt out.

### Submitting your application

When you are ready to submit your application, please send the following document (as one document) by email to jobs@oaic.gov.au:

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| I have included as one document | ✓ |
| Attached my completed application form |[ ]
| Attached my CV (maximum of 4 pages)(Including details of two referees, one being my current manager/supervisor)  |[ ]
| Statement of claim of up to 2 A4 pages explaining my interest, motivation and fit for the role, including the skills and experience I will bring to the organisation and the position.  | [ ]  |
| *Declaration:* In submitting my application, I acknowledge that the information I have supplied is true and correct. I understand that providing false or misleading statements may disqualify me from this process and future APS employment.  | [ ]  |