Candidate Information Pack

# Assistant Directors, Regulation and Strategy

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| Type of vacancy and duration | Multiple positions  Ongoing, Non-ongoing (Temporary), Full-time, Part-time |
| Classification | EL1 |
| Salary | Total remuneration of up to $135,605 (ranging from $109,852 to $117,509 plus 15.4% superannuation) |
| Location | All locations around Australia will be considered |
| Contact officer for information | Sarah Ghali, A/g Assistant Commissioner, Regulation and Strategy Branch  02 9942 4208 |
| Email applications to | [jobs@oaic.gov.au](mailto:jobs@oaic.gov.au) |
| Closing date for applications | Monday 11:59pm, 21 November 2022 |

## The opportunity

*Work at the cutting edge of privacy and data protection at Australia’s federal privacy regulator and contribute to the promotion, protection and development of privacy frameworks.*

## About the OAIC

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

* privacy functions under the *Privacy Act 1988* and other legislation
* freedom of information, in particular review of decisions made by agencies and ministers under the *Freedom of Information Act 1982*

The work of the Regulation and Strategy Branch is unique and dynamic, influencing the privacy landscape across the economy, from government, digital platforms, and cybersecurity, to health, banking and telecommunications.

Staff in the Branch are responsible for providing strategic policy and legislative advice on privacy and information management initiatives including developing the OAIC’s positions on key policy and reform issues, undertaking research and analysis of emerging privacy issues, managing projects, liaising with stakeholders across government and the private sector and undertaking proactive regulatory activities in the form of assessments (previously known as audits).

The Regulation and Strategy Branch’s priorities for 2022/2023 include:

* leading the OAIC’s engagement in the Government’s ongoing review of the Privacy Act
* developing and implementing the privacy aspects of the Consumer Data Right (CDR) system
* providing strategic policy and legislative advice, including developing guidance on privacy issues, examining and providing feedback on legislative and policy proposals, and providing advice to government agencies and organisations
* responsibility for the OAIC’s International Strategy
* monitoring COVID-19 related information handling practices and supporting recovery, and
* developing and delivering the OAIC assessment program.

## Assistant Directors, Regulation and Strategy

The OAIC is seeking individuals who can apply their technical legal and strategic policy skills to promote and protect the privacy rights of Australians.

The work of Assistant Director is integral to the delivery of strategic advice and guidance by the OAIC. Advisers play an integral role supporting Directors and the Assistant Commissioner to deliver services to the government, private sector and the community, by:

* providing advice on a wide range of legislative proposals that impact privacy (such as the privacy aspects of the regulation of digital platforms, identity management, digital health, biometrics, and national security initiatives)
* undertaking complex policy analysis and research, preparing submissions and conducting public consultations
* providing strategic policy advice on legislative reform options to support engagement with the privacy law reform agenda
* providing strategic guidance to regulated entities about data practices (such as use of new technologies)
* preparing and advising on the making of legislative instruments (such as codes and public interest determinations)
* briefing Executive members in preparation for parliamentary proceedings and key stakeholder engagements
* working collaboratively with government agencies, international counterparts, business and the community to improve privacy outcomes for Australians.

The OAIC’s Assistant Directors are engaged in teams across a range of subject matters and specialist areas. Successful candidates will be placed in teams having regard to particular skills and experience.

## Statement of duties

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| Title | Assistant Director, Regulation and Strategy |
| Reports to | Director, Regulation and Strategy |

Assistant Directors work across a variety of issues and are responsible for:

1. Delivering high quality strategic policy and regulatory services to the OAIC, government agencies and private sector organisations on privacy and information management issues.
2. Undertake complex policy, legislative and regulatory analysis and research, taking into account domestic and international privacy developments.
3. Develop and update advisory guidelines, resources for government, business and the community, code approvals and public interest determinations as required.
4. Prepare submissions on the privacy impacts of programs and proposed legislation.
5. Building sustainable and productive professional relationships with key stakeholders in the public and private sector, the community and within the OAIC.
6. Work in collaboration with other teams within the OAIC to promote the work of the section and to harness information and opportunities from others
7. Other duties, consistent with above, as directed.

## Selection criteria

1. Excellent written and verbal communication skills with the ability to communicate with influence
2. Demonstrated stakeholder management skills with the ability to cultivate productive working relationships
3. Demonstrated project management skills and experience, including the ability to manage shifting priorities
4. Demonstrated experience managing a small team
5. Demonstrated research and legal analysis skills with the ability to provide strategic advice
6. Qualifications or experience in one or more of the following: privacy, law, public policy or similar.

Applications from individuals with a wide range of backgrounds will be considered, with demonstrated skills and experience in legislative and policy development or legal practice being highly regarded.

For more information on the general selection criteria see <https://legacy.apsc.gov.au/integrated-leadership-system-ils-el1-profile>

## Position location

The OAIC is based in the Sydney CBD, however we encourage and will consider applications from candidates who may be based in a location other than Sydney.

## Remuneration and benefits

Total remuneration package will include up to $135,605 (ranging from $109,852 to $117,509 plus 15.4% superannuation) dependent on your experience, skills and abilities.

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.

Terms and conditions of employment are set out in [OAIC’s Enterprise Agreement 2016 to 2019](https://www.oaic.gov.au/about-us/our-corporate-information/key-documents/oaic-enterprise-agreement-20162019/). Whilst remuneration is detailed in the [Commissioner’s 2022 Determination](https://www.oaic.gov.au/about-us/our-corporate-information/key-documents/oaic-remuneration-determination-2022), with salary progression based on annual assessments of performance and contribution.

## 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.

## How to apply

Please complete the attached application sheet as part of your application. You are asked to provide a covering letter of up to two pages explaining your interest, motivation and fit for the role, including the skills and experience you will bring to the organisation and the position. All items should be sent as one document, including your full resume, to: [jobs@oaic.gov.au](mailto:jobs@oaic.gov.au)

**Closing Date: Monday 11:59pm, 21 November 2022.**

More information: visit <https://www.oaic.gov.au/about-us/join-our-team/> or contact;

**Ms Sarah Ghali, A/g Assistant Commissioner, Regulation & Strategy on; 02 9942 4208**

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

If you are not shortlisted, you will be informed by email. We are not usually able to provide feedback to candidates that are not shortlisted.

## 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.

### Vacancy details

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| Position |
| Assistant Director, EL1 |

### Personal details

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| --- | --- |
| Title |  |
| Given name |  |
| Surname |  |
| Preferred name |  |

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| --- | --- |
| 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

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| --- | --- |
| Requirement | Response |
| Are you an Australian citizen? |  |
| 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 the vacancy advertised, however they are not considered the preferred candidate or appointed to the role advertised. A ranked order of merit is where an applicant has been deemed suitable for the vacancy, but is ranked in a particular order or grouped in categorised order – e.g., highly suitable, very suitable and suitable.

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 the merit pool or merit list 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, or on an order of merit list, do you agree 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 of the above sharing process.

### 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](mailto:jobs@oaic.gov.au):

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| I have included as one document | ✓ |
| Completed job application form |  |
| A covering letter of up to two pages explaining my interest, motivation and fit for the role, including the skills and experience I will bring to the organisation and the position(s) |  |
| My full resume |  |