Candidate Information Pack

# APS 5 and APS 6 Lawyers

|  |  |
| --- | --- |
| Type of vacancy and duration | Ongoing, Non-ongoing (Temporary), Full-time, Part-time, multiple roles |
| Classification  | APS 5 and APS 6 |
| Salary | Total remuneration of up to:* for APS5 Lawyers $96,438 ($79,048 - $86,569 plus 15.4% superannuation)
* for APS6 Lawyers $110,767 ($87,166 to $95,986 plus 15.4% superannuation)
 |
| Location | Sydney (interstate candidates will be considered and are encouraged to apply) |
| Contact officer for information | Emma Liddle, Director, Legal Services, 02 9942 4053 |
| Email applications to | jobs@oaic.gov.au |
| Closing date for applications | Tuesday 11:59pm, 28 June 2022 |

## About the OAIC

The Office of the Australian Information Commission (OAIC) is an independent Commonwealth statutory agency within the Attorney-General’s portfolio. The OAIC integrates three key functions:

* privacy functions conferred by the *Privacy Act 1988* and other laws
* freedom of information functions, in particular oversight of the operation of the *Freedom of Information Act 1982* (the FOI Act) and review of decisions made by agencies and ministers under the FOI Act
* government information policy functions conferred on the Australian Information Commissioner under the *Australian Information Commissioner Act 2010*.

These three functions give the OAIC a unique perspective that comes from integrating the protection of personal information under the Privacy Act with the broader public interest in the free flow of information and with an individual’s right to access government information under the FOI Act.

## Lawyer, Legal Services Team

As a Lawyer in the OAIC, you will work within an agency that employs many legally qualified staff, however, the small Legal Services team works independently.

The ideal candidate for this role will:

* hold qualifications in law and be, or meet the necessary requirements to be, admitted as a legal practitioner and eligible to obtain a Practising Certificate
* have relevant experience in administrative law, freedom of information and privacy law, statutory interpretation, litigation and/or other areas of legal practice
* have experience in delivering legal services in the APS
* have excellent communication, negotiation, and dispute resolution skills
* have excellent analytical ability, and an ability to apply complex legislative and policy frameworks to issues
* be able to engage effectively with a diverse range of people, including members of the community, external legal service providers and government agencies
* be confident making decisions in situations without extensive history or precedent
* be comfortable developing and using networks beyond the OAIC for advice and support.

## Assignment of duties

|  |  |
| --- | --- |
| Title | Lawyer |
| Reports to | Senior Lawyer  |

## The role

We are looking for highly motivated individuals at the APS 5 and APS 6 levels, who enjoy working both independently and in a team.

Working closely with the Director of Legal, General Counsel and Senior Lawyers, the role of a Lawyer within the Legal Services team works on a variety of matters and is responsible for:

1. conducting legal research and prepare legal advice (oral and written) to the Executive on administrative law, statutory interpretation, with a focus on FOI and privacy law
2. providing legal advice to current business areas of the OAIC to assist those areas with the:
* development of policy, guidelines and procedures in privacy and FOI
planning, management and investigation of privacy and FOI complaints
* conduct of IC reviews and privacy determinations
* drafting of privacy determinations
1. providing legal analysis and advice for the preparation of briefs and submissions on legislative and other law reform proposals relevant to FOI and privacy law
2. processing FOI requests received by the OAIC;
3. providing corporate legal services to the OAIC in a broad range of areas relevant to public administration including advising on contracts and MOUs;
4. liaising effectively with both internal stakeholders including the business areas, and with external stakeholders, including external legal service providers and other government agencies having contact with the OAIC;
5. representing the Legal Services team and the OAIC in internal and external forums.
6. assist with the training of staff within the Legal Services Team and the development of guidance material.
7. performing other tasks as directed.

## Selection Criteria

### *General criteria*

1. Supports strategic direction
2. Achieves results
3. Supports productive working relationships
4. Displays personal drive and integrity
5. Communicates with influence

### *Job specific criteria*

1. Holds qualifications in law and be, or meet the necessary requirements to be, admitted as a legal practitioner and eligible to obtain a Practising Certificate (mandatory).
2. Has relevant experience in administrative law, freedom of information and privacy law, statutory interpretation, litigation and/or other relevant areas of legal practice.

For more information on the general selection criteria see [www.apsc.gov.au/integrated-leadership-system-ils-aps-5-profile](http://www.apsc.gov.au/integrated-leadership-system-ils-aps-5-profile) and [www.apsc.gov.au/integrated-leadership-system-ils-aps-6-profile](http://www.apsc.gov.au/integrated-leadership-system-ils-aps-6-profile)

## Position location

These positions are based in Sydney, however we encourage and consider applications from eligible members of the community who may be based interstate.

## Remuneration and benefits

Total remuneration package will include:

* for Lawyers at the APS 6 level up to $110,767 (ranging from $87,166 to $95,986 plus 15.4% superannuation)
* for Lawyers at the APS 5 level up to $96,438 (ranging from $79,048 to $83,569 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/). 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 at the Negative Vetting Level 1 background.

## 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 and the skills and experience you will bring to the organisation and the position, having regard to the eligibility requirements, selection criteria and main responsibilities.
* All items should be sent as one document, including your full resume, to: jobs@oaic.gov.au. Your email should have your name and the position you are applying for in the subject heading.

For more information: visit <https://www.oaic.gov.au/about-us/join-our-team/>

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

|  |
| --- |
| Position  |
| *Please indicate with a cross (x) in the check box below, which role(s) you would like to be considered for.* |
| [ ]  Lawyer, APS 5[ ]  Lawyer, APS 6 |

### Personal details

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

|  |  |
| --- | --- |
| 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:

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

### Eligibility

|  |  |
| --- | --- |
| 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.

|  |  |
| --- | --- |
| 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. |  |

### 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:

|  |  |
| --- | --- |
| 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 |  |