**Candidate Information Pack**

Policy Officers (APS5/6), Policy and Statutory Functions, Regulatory Intelligence and Strategy

(Multiple positions)

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| Job Reference | OAIC-2025-021 |
| Type of vacancy and duration | Ongoing/non-ongoing, full-time, part-time |
| Classification | APS 5 and APS 6 |
| Salary | **APS 5:** $87,895 - $92,922 per annum plus 15.4% superannuation  **APS 6:** $96,920 - $106,728 per annum plus 15.4% superannuation |
| Location | The OAIC operates a hybrid work model with a combination of remote working and office attendance. While Sydney CBD is the preferred location, we will consider candidate applications from all other locations within Australia. |
| Contact officer for information | Monday - Wednesday  Name: Zoe Fitzell  Number: (02) 9942 4139 Email: Zoe.Fitzell@oaic.gov.au  Wednesday - Friday  Name: Jane Darnley-Stuart  Number: (02) 9297 9360 Email: Jane.Darnley-Stuart@oaic.gov.au |
| Email applications to | [jobs@oaic.gov.au](mailto:jobs@oaic.gov.au) |
| Closing date for applications | Tuesday 2 September 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)
* Functions under the *Australian Information Commissioners Act 2010* (Cth).

## About the Branch

The **Regulatory Intelligence and Strategy Branch** informs the OAIC’s regulatory decision making and strategy, influences policy and legislative processes, and guides the regulated community to meet its privacy and FOI obligations. The Branch:

* provides intelligence and data to inform regulatory decision making by the OAIC’s Commissioners
* develops guidance and publications to educate businesses, agencies, and the community on information rights
* communicates the OAIC’s work and its impact on people and their lives, including by working with the media, business and government stakeholders
* engages with legislative and policy processes to ensure an information rights and regulatory perspective is considered
* delivers various specialist regulatory roles conferred on the OAIC (e.g., Digital ID, Consumer Data Right, My Health Record, and credit reporting regulation).

## The team

The OAIC’s Policy and Statutory Functions team is responsible for the OAIC’s engagement with legislative and policy processes, discharge of statutory responsibilities, engagement with key stakeholders, and coordination of OAIC’s activities within various funded programs of work. The team’s areas of responsibilities include:

* Leading OAIC contributions to law reform, parliamentary bill scrutiny, and other consultative processes
* Developing submissions, reports and papers for commissioners on information access, privacy, and information rights policy and issues
* Coordination of OAIC’s specialist regulatory roles (Digital ID, CDR, consumer credit code, My Health Record)
* Liaison and engagement with external dispute resolution (EDR) schemes accredited under the Privacy Act
* Development and maintenance of codes and other statutory instruments issued by the Information Commissioner under the Privacy Act and related legislation
* Cooperation with international counterparts and coordination with international institutions (e.g., International Association of Information Commissioners, Global Privacy Assembly)
* Engagement with cross-government coordination mechanisms on cyber security
* Conducting research, developing positions, and engaging with stakeholders on significant and emerging information rights topics (e.g., emerging technologies)

The team is led by two Director roles (one of which is currently filled via a job share arrangement) supported by five EL1 staff and six APS5/6 roles. The team employs a dynamic structure with staff having responsibility for one or more of the focus areas listed above.

## About The Roles

Policy and Program Officers (APS5 and 6) report to EL1 Assistant Directors within the Policy and Statutory Functions team and work closely with the Directors, team members and other teams across the branch.

Duties may include:

* Supporting the successful delivery of any allocated workstreams, from conception, planning, project management, stakeholder engagement, product delivery and review and continuous improvement
* Preparing high quality strategic policy and regulatory advice drawing on research and analysis, leveraging expertise of key stakeholders and undertaking strategic consultation
* Building strong, effective relationships with internal and with external stakeholders, including government agencies, international counterparts, businesses and the community
* Engaging in agile and innovative ways of working to deliver on the Commissioner’s key priorities, as well as discharging BAU
* Supporting the strategic direction of the team and the Branch, and contributing to a shared sense of purpose for staff
* Fostering a positive work environment and a collaborative and innovative team culture for the RIS Branch
* Modelling flexibility, adaptability and resilience in a dynamic work environment
* Developing and maintaining administrative processes to support delivery of the team’s work
* Other duties as required.

## Job Specific Capabilities, Skills & Experience

We are seeking applications from candidates who have:

* Strong analytical and conceptual skills and an ability to apply these in a policy role in a regulatory environment
* Knowledge of the *Freedom of Information Act 1982* and/or the *Privacy Act 1988* or the ability to quickly obtain
* Experience working with complex legislation
* Sound judgement
* Excellent attention to detail
* A proven record of delivery
* Confident, clear and effective communication styles
* An ability to drive a positive, engaging and collaborative team culture – including when working remotely
* An understanding of, and motivation to protect, the information rights of Australians.

All roles will be required to be undertaken in line with the appropriate [Work Level Standard](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/work-level-standards-aps-level-and-executive-level-classifications). 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.

## Security requirements

You must be able to obtain and maintain a Baseline 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, 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

**APS 5 Salary:** $87,895 - $92,922 per annum plus 15.4% superannuation

**APS 6 salary:** $96,920 - $106,728 per annum plus 15.4% superannuation

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](mailto: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.

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| Recruitment Process – Preference Selections |
| I wish to be considered for the following roles:  ☐  APS 5, Policy Officer  ☐  APS 6, Policy Officer    ☐  Part Time  ☐  Full Time (37.5 hours per week)  ☐  Ongoing  ☐  Non-ongoing  **Please select more than one option if applicable.** |

### 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 received a redundancy benefit, severance payment or similar benefit from an APS Agency or a non-APS Commonwealth employer within the last 12 months? |  |
| Have you ever been found by your current employer, or a previous employer, to have breached the APS Code of Conduct as set out in section 13 of the Public Service Act? |  |
| Are you currently the subject of an investigation into a suspected breach of the APS Code of Conduct by your current department/agency? |  |
| Have you ever been the subject of an investigation by another Agency into a suspected breach of the APS Code of Conduct that was not finalised at the time your employment in that Agency ended? |  |

### 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](mailto: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. |  |