# **Candidate Information Pack**

## Director (EL2), Strategic Communications

## Regulatory Intelligence and Strategy Branch

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| Job Reference | OAIC-2025-022 |
| Type of vacancy and duration | Ongoing, Non-ongoing; Full-time |
| Classification  | Executive Level 2  |
| Salary | $141,876 to $161,916 plus 15.4% superannuation |
| Location | Sydney CBD (preferred location), however we will consider applications from candidates who may be based in other locations within Australia. |
| Contact officer for information | Sarah Christensen (02) 9942 4196Sarah.christensen@oaic.gov.au |
| Email applications to | jobs@oaic.gov.au |
| Closing date for applications | 11:59pm AEST, Tuesday 30 September 2025 |

## 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 opportunity

As Director of the Strategic Communications team, you will be responsible for overall engagement and relationship management for the OAIC. This includes responsibility for the OAIC’s stakeholder engagement and communications strategies, media, events, website, engagement with privacy and freedom of information networks and forums and other regulators including the ACCC, ACMA and Office of the e-Safety Commissioner. The position also ensures delivery of a range of organisational governance and reporting requirements.

## The role

This role requires a dynamic and adaptable leader who can manage complex workflows and ensure program deliverables are met within timeframes and strategic objectives. We are looking for a strategic thinker and strong communicator, who is able to work under broad direction and enjoys working in an issues rich environment.

The Director is a highly motivated team player with the following key attributes:

* Exceptional written and verbal communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels
* Proven ability to manage multiple complex internal and external communications projects and business processes to deliver high-quality outcomes, ideally in a regulatory environment
* Innovative and creative approach to problem-solving, with a focus on achieving strategic objectives, particularly the use of communications and outreach activities to achieve regulatory or other public policy outcomes
* Demonstrated experience leading and inspiring teams of diverse expertise whilst building generalist capability
* high level capability to provide strategic advice, problem solving and issues management in relation to complex and potentially controversial matters
* high level project management capability and delivery, through effective use of project delivery tools and methodologies and by building a multi-disciplinary team with a ‘can do’ approach
* Experience in government communications is highly desirable.

### Key responsibilities

Duties may include:

* Effectively and efficiently managing the capacity and capability of the teams responsible for delivery of strategic internal and external communication, events, media, and stakeholder engagement activities.
* Undertaking strategic management of the OAIC’s media engagement, website, publications and other communications media, including speech writing and internal communications such as staff newsletters and all-staff meetings.
* Leading business improvement and efficient operations through the development and consistent use of policies and guidance, templates and effective planning tools.
* Guiding the creation of regulatory communications and educational content and its public distribution through multiple channels.
* Providing professional advice and briefing to Executives and senior leadership teams to deliver contemporary engagement opportunities and to mitigate exposure to negative media or event outcomes.
* Developing and maintaining strong relationships with business partners across the OAIC, our portfolio department and key Ministerial staff.
* Leading staff to embrace a workplace environment that is outcome focussed, with an instilled culture of continuous improvement.
* Effectively manage competing priorities with a small team of communications professionals, by building a generalist multi-skilled team, and
* Other duties as directed and required.

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

### Highly desirable

* Experience working with regulatory, legal, integrity or related technical content
* High level knowledge, experience or understanding of current information policy issues, particularly related to privacy and FOI, or the ability to quickly acquire this knowledge
* Tertiary qualifications or relevant experience in media or communications.

Work will be required to be undertaken at the [Executive Level 2 work level standard](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/work-level-standards-aps-level-and-executive-level-classifications).

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 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

EL2 salary: $141,876 - $161,916 per annum plus 15.4% superannuation.

Note: An employee will generally commence on the base increment point of their relevant classification salary range, unless otherwise agreed by a delegate in consideration of salary matching (existing APS staff) or in recognition of exceptional skills, experience, qualifications or expertise.

Terms and conditions of employment are set out in the [*OAIC’s Enterprise Agreement 2024-2027*](https://www.oaic.gov.au/__data/assets/pdf_file/0028/174781/OAIC-Enterprise-Agreement-2024-2027.pdf).

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, data protection and information access, 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.

## 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.
* 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. 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.
2. Please provide:
	1. a CV (maximum of 3 pages) and
	2. statement of claim of up to one A4 page, addressing the duties, capabilities, skills and experience relevant to the role outlined above. Your statement should include the use of practical and professional examples of your skills and experience as relevant to the role.
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 use professional formatting, for example standard page margins, and 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)

## 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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| Director, Strategic Communications  |

### Personal details

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| --- | --- |
| Title |  |
| First name |  |
| Last name |  |
| 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:

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| --- | --- |
| I have included as one document | ✓ |
| Attached my completed application form |[ ]
| Attached my CV (maximum of 3 pages)(Including details of two referees, one being my current manager/supervisor)  |[ ]
| One page pitch 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.  | [ ]  |