**Candidate Information Pack**

Senior Investigators and Investigators

Regulatory Action Division

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| Job Reference | OAIC-2025-024 |
| Type of vacancy and duration | Ongoing/Non-ongoing, Full-time/Part-time |
| Classification | APS5 – Investigator  APS6 – Senior Investigator |
| 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 | Natalie Le, Director Investigations, Regulatory Action Division (02) 9942 4158 |
| Email applications to | [jobs@oaic.gov.au](mailto:jobs@oaic.gov.au) |
| Closing date for applications | 11.59pm Thursday, 9 October 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* (**Privacy Act**) and other legislation, such as the *My Health Records Act 2012* (Cth);
* freedom of information (**FOI**) functions, in particular review of decisions made by agencies and ministers under the *Freedom of Information Act 1982* (**FOI Act**); and
* *Australian Information Commissioner Act 2010* (Cth).

## About the opportunity

The Regulatory Action Division oversees the management of compliance, investigation and enforcement to promote adherence to the FOI Act and Privacy Act. This includes the management of Commissioner-initiated and some high-risk complaint investigations, complex Notifiable Data Breach (NDB) scheme matters, general and funded assessments (including those for CDR and digital ID), monitoring compliance, and the enforcement of privacy and FOI legislation through legal action. This division provides the agency with expertise in enforcement, investigations, and litigation, and ensures the OAIC can regulate proactively and strategically.

The Investigations Team in the Regulatory Action Division plays an integral role in promoting and upholding privacy and information rights for the Australian community. The main responsibilities and work undertaken by the Investigations Team and Investigators in the Regulatory Action Division include:

* Actively managing a caseload of preliminary inquiries and/or investigations.
* Conducting research, preparing investigation plans, correspondence, drafting high quality investigation reports, internal briefings and making sound administrative decisions.
* Creating and maintaining evidence matrices and the preparation of statutory notices.
* Using evidence gathering powers to identify whether there has been a contravention of relevant laws and make risk-based recommendations.
* Liaising with respondents and stakeholders.
* Identifying, monitoring, and referring matters or trends of risk may warrant regulatory action in accordance with the OAIC’s strategic priorities and posture.

Staff at the APS6 level undertake work on more complex matters than staff at the APS 5 level. APS6 officers also provide advice, training and guidance to more junior staff and colleagues across the office. They may also lead an investigation and have greater autonomy in the management of their cases. APS 6 officers may also be involved in stakeholder engagements, and other tasks factoring in the classification and [Work level standards](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/work-level-standards-aps-level-and-executive-level-classifications).

## Job specific capabilities, skills and experience

The OAIC is seeking motivated individuals with demonstrated investigations skills, who can apply technical knowledge, legal analysis, and strategic regulatory skills in a dynamic environment. We are seeking individuals for roles across the APS5 and APS6 levels with the following attributes:

* Experience in the conduct of inquiries and investigations.
* Experience in preparing high quality written correspondence, briefs, reports and administrative decisions.
* Ability to undertake research and interpret and apply legislation in complex matters.
* Strong analytical and critical thinking skills, with excellent attention to detail.
* Strong written and verbal communication skills and the ability communicate with influence.
* Knowledge of, or the ability to quickly acquire knowledge of, the Privacy Act and other relevant legislation, and key concepts of information security.
* Ability to work with independence, subject to limited direction, to deliver quality outcomes.

*Highly desirable:*

* Certificate IV in Government Investigations (or higher), or willingness to obtain on commencement.
* Knowledge of the principles of administrative decision making, or administrative law.
* Relevant tertiary qualifications and/or professional experience in one or more relevant areas such as law, regulation, public policy, investigations or similar.
* **APS5**: 1-3 years relevant professional experience.
* **APS6**: 3-5+ years relevant professional experience.

All roles at the OAIC require you to 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 Work Health and Safety, equity, and diversity in the workplace.

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 the relevant classification.

## Security requirements

You must be able to obtain and maintain a minimum 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 (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

**APS5 Salary:** $87,895 - $92,922 per annum plus 15.4% superannuation

**APS6 Salary:** $96,920 - $106,728 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 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 as outlined above 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. You are asked to provide a single page application response *(one A4 page-pitch)* addressing your interest, motivation and fit for the role. Your pitch should include the use of practical and professional examples as relevant to the role and the **job specific capabilities, skills and experience outlined above**. Please also clearly indicate your preferred role in your pitch.
3. Your application form, CV (maximum 3 pages) and one-page-pitch 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).*

Your CV should be a maximum of three pages.

For candidates who are applying for both classifications, please ensure you pitch yourself at the **highest classification** for which you wish to be considered. 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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| Recruitment Process – Preference Selections (Please select more than one option if applicable) |
| I wish to be considered for the following roles:  ☐ APS5 Investigator  ☐ APS6 Senior Investigator |

### 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. |  |

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 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. |  |