Candidate Information Pack

# Assistant Directors, Policy Advisers and Assistant Policy Advisers – Consumer Data Right policy

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| Type of vacancy and duration | Multiple positions  Ongoing, Non-ongoing (Temporary), Full-time, Part-time |
| Classifications | EL 1, APS 6 and APS 5 |
| Salary | Total remuneration:   * for Assistant Directors (EL 1) $135,605 (ranging from $109,852 to $117,509 plus 15.4% superannuation) * for Policy Advisers (APS 6) $110,767 (ranging from $87,166 to $95,986 plus 15.4% superannuation) * for Assistant Policy Advisers (APS 5) $96,438 (ranging from $79,048 to $83,569 plus 15.4% superannuation) |
| Location | Sydney (interstate candidates will be considered) |
| Contact officer for information | Andre Castaldi, A/g Assistant Commissioner, Regulation and Strategy Branch 02 9284 9695 |
| Email applications to | [jobs@oaic.gov.au](mailto:jobs@oaic.gov.au) |
| Closing date for applications | 11:59pm, Sunday, 22 May 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 in the Consumer Data Right (CDR).*

## About the OAIC and our role in the CDR system

The CDR is designed to give consumers the ability to access and use more information about themselves, and about their use of goods and services, to empower them to save money and otherwise improve their capacity to negotiate for goods and services they use. It first launched in the banking sector in July 2020 and is now expanding into the energy, telecommunications and open finance sectors. It is designed to give consumers greater access to and control over their own data, so their data can be securely shared with trusted third parties for purposes such as changing providers, comparing products and services and making use of their own data.

The Office of the Australian Information Commissioner (OAIC) is Australia’s independent regulator for privacy and freedom of information. The OAIC co-regulates the CDR scheme together with the Australian Competition and Consumer Commission (ACCC). The OAIC enforces the privacy safeguards (and related rules) and advises Treasury, the ACCC and Data Standards Body on the privacy implications of the CDR legislation, rules, data standards and broader policy development. The OAIC is also responsible for undertaking strategic enforcement in relation to the protection of privacy and confidentiality, as well as investigating individual and small business consumer complaints regarding the handling of their CDR data.

The CDR teams sit within the Regulation and Strategy Branch of the OAIC and provide strategic policy and legislative advice to Australian Government agencies on the CDR. The teams provide advice on the privacy impacts of CDR expansion and the CDR regulatory framework, and the development of guidance for participants.

Staff in the CDR policy teams are primarily responsible for examining proposed CDR policy changes (including legislative amendments), assessing whether such changes may have an effect on the privacy of individuals and minimising such effects. In addition, under Part IVD of the *Competition and Consumer Act 2010* (Cth), the Commissioner must be consulted on particular aspects of CDR policy development. Staff in the CDR policy teams will advise the Commissioner on these consultation processes and assist with the drafting of the Commissioner’s public submissions and other reports.

## Assistant Directors (EL 1), Policy Advisers (APS 6) and Assistant Policy Advisers (APS 5), CDR, Regulation and Strategy Branch

The OAIC is seeking highly motivated individuals with excellent legal and policy skills to fill positions at the EL 1, APS 6 and APS 5 levels responsible for the delivery of strategic advice and guidance by the OAIC in the context of the CDR system.

These roles play an integral role delivering the OAIC’s functions in relation to the CDR, by:

* providing advice on the development and amendment of the CDR regulatory framework
* undertaking complex policy analysis and research, preparing submissions and conducting public consultations
* developing detailed guidance for participants on the CDR to help them understand their compliance obligations and for consumers so that they understand how to exercise their rights under the scheme
* providing strategic guidance to regulated entities about the CDR framework
* preparing Executive briefings in preparation for parliamentary proceedings and stakeholder engagements
* working collaboratively with government agencies, international counterparts, business and the community to improve privacy outcomes for Australians.

Candidates will ideally have relevant experience in statutory interpretation / legislative development, data, digital or privacy policy development, regulation and/or relevant private sector experience.

## Statement of duties – Assistant Director (EL 1)

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| Title | Assistant Director EL 1 |
| Reports to | Director |

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

1. Managing work streams in relation to the CDR, including on legislative, rules, guidance or other policy matters.
2. Delivering high quality strategic policy and regulatory services to the OAIC, government agencies and private sector organisations on privacy and information management issues.
3. Undertake complex policy, legislative and regulatory analysis and research, taking into account domestic and international privacy developments.
4. Develop and update advisory guidelines, resources for government, business and the community.
5. Prepare submissions on the privacy impacts of CDR program development and proposed legislation (including delegated legislation).
6. Building sustainable and productive professional relationships with key stakeholders in the public and private sector, the community and within the OAIC.
7. Work in collaboration with other teams within the OAIC to promote the work of the section and to harness information and opportunities from others.
8. Managing a small team including more junior staff and managing consultations, as appropriate.
9. Other duties, consistent with above, as directed.

## Selection criteria – Assistant Director (EL 1)

1. Excellent written and verbal communication skills with the ability to communicate with influence
2. Demonstrated stakeholder management skills with the ability to cultivate and maintain productive working relationships
3. Demonstrated project management skills and experience, including the ability to manage shifting priorities
4. Demonstrated experience managing junior staff, such as direct reports
5. Demonstrated research and legal analysis skills with the ability to provide strategic advice
6. Qualifications and 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. Legal qualifications are highly desirable.

For more information on the general selection criteria see [www.apsc.gov.au/integrated-leadership-system-ils-el1-profile](https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/integrated-leadership-system-ils/ils-resources-profiles-comparatives-and-self-assessment/integrated-leadership-system-ils-el1-profile)

## Statement of duties – Policy Adviser (APS 6)

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| Title | Policy Adviser APS 6 |
| Reports to | Director / Assistant Director |

Policy Advisers work across a variety of issues and are responsible for:

1. Proactively contributing to work streams in relation to the CDR, including on legislative, rules, guidance or other policy matters.
2. Contributing to the delivery of strategic policy and regulatory services to the OAIC, government agencies and private sector organisations on privacy and information management issues.
3. Contributing to complex policy, legislative and regulatory analysis and research, taking into account domestic and international privacy developments.
4. Contributing to the development and updating of advisory guidelines, resources for government, business and the community.
5. Contributing to the preparation of submissions on the privacy impacts of CDR program development and proposed legislation (including delegated legislation).
6. Engaging with stakeholders and building sustainable and productive professional relationships in the public and private sector, the community and within the OAIC.
7. Other duties, consistent with above, as directed.

## Selection criteria – Policy Adviser (APS 6)

1. Well-developed written and verbal communication skills with the ability to communicate with influence
2. Demonstrated stakeholder management skills
3. Demonstrated project management skills and experience, including the ability to manage shifting priorities
4. Demonstrated research and legal analysis skills
5. Qualifications or experience in one or more of the following: privacy, law, public policy or similar.

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

## Statement of duties – Assistant Policy Adviser (APS 5)

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| Title | Assistant Policy Adviser APS 5 |
| Reports to | Assistant Director / Policy Adviser APS 6 |

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

1. Assisting with the delivery of strategic policy and regulatory services to the OAIC, government agencies and private sector organisations on privacy and information management issues.
2. Assisting in the preparation of submissions on the privacy impacts of CDR program development and proposed legislation (including delegated legislation).
3. Engage with internal and external stakeholders as appropriate, ensuring communication is clear and fit-for-purpose.
4. Undertaking research into complex policy, legal and regulatory matters.
5. Preparing executive briefing materials on policy, regulatory, stakeholder and other matters relevant to OAIC’s role in the CDR.
6. Other duties, consistent with above, as directed.

## Selection criteria – Assistant Policy Adviser (APS 5)

1. Well-developed written and verbal communication skills with the ability to communicate with influence
2. Ability to engage productively with stakeholders, including by tailoring communication to meet the needs of stakeholders
3. Demonstrated research and legal analysis skills
4. Ability to work productively as a member of a team
5. Ability to work flexibly in response to shifting priorities, remaining open to new challenges and opportunities and managing own time effectively to accomplish tasks in line with organisational priorities
6. Qualifications or experience in one or more of the following: privacy, law, public policy or similar.

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)

## 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 interstate or other remote locations within Australia.

## Remuneration and benefits

Total remuneration package will include up to:

* for Assistant Directors (EL 1) $135,605 (ranging from $109,852 to $117,509 plus 15.4% superannuation)
* for Policy Advisers (APS 6) $110,767 (ranging from $87,166 to $95,986 plus 15.4% superannuation)
* for Assistant Policy Advisers (APS 5) $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/). Whilst remuneration is detailed in the [Commissioner’s 2022 OAIC Remuneration 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)

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

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| --- |
| Position |
| *Please indicate with a cross (x) in the check box below, which role(s) you would like to be considered for.* |
| Assistant Director, EL1  Policy Adviser, APS 6  Assistant Policy Adviser, APS 5 |

### 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:

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| --- | --- |
| 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.

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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. |  |

### 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 |  |