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| **Position Title** | Information & Privacy Officer |
| **Group/Portfolio** | Office of the General Counsel |
| **Classification** | HEW 7 |
| **Position Number** | 00063659 |
| **Reports To** | Privacy Compliance Manager |
| **Employment Type** | Continuing |

## 1.0 Position Purpose

## The Information & Privacy Officer is within the Office of the General Counsel. The information & Privacy Officer is responsible for managing all right to information applications, information privacy applications and privacy complaints received by the University.

## 2.0 Eligibility Requirements

## The occupant of this position will hold relevant undergraduate qualifications (preferably legal qualifications) with at least two (2) years-experience in a similar role or have an equivalent level of expertise obtained from a combination of experience, training, professional accreditation and qualification.

## 3.0 Key Responsibilities

* + - Undertaken the end-to-end process for all right to information applications (RTI), information privacy applications (IPA) and privacy complaints received by the University.
    - Provide expert advice, support and guidance to staff in relation to RTI/IPA and privacy complaint responsibilities and requirements.
    - Conduct investigations and reviews arising from the RTI/IPA and privacy complaints as required and provide recommendations to assist the Privacy Officer to make findings.
    - Develop and maintain resources for internal and external stakeholder about RTI/IPA requests and privacy complaints.
    - Provide education and training to all staff about RTI/IPA and privacy complaints
    - Maintain accurate and transparent records of all work undertaken, ensuring accuracy and relevance of data, to assist in the reporting and compliance requirements for RTI/IPA and privacy complaints.
    - Monitor legislative developments and ensure policies, procedures and templates are amended accordingly.
    - Promote and demonstrate cultural behaviour in accordance with university policies and procedures. This includes acting with integrity in undertaking duties and implementing processes to effectively ensure compliance within the University.
    - Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
    - Be a leading example of the principles and values embodied in the University’s Code of Conduct, and behave, act and always communicate to reflect fairness, ethics and professionalism.

## 4.0 Key Capabilities

## Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates’ success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

## To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](https://intranet.secure.griffith.edu.au/employment/learning-and-development/specialist-programs/capability-development-framework#framework).