

Lead Information Release Officer

Department for Child Protection

*Nurturing happy, healthy kids so they
can grow up safe and reach their full potential.*

CLASSIFICATION:	ASO6	DIRECTORATE:	Legal Services
REPORTS TO:	Manager, Redress and Information Release	FTE:	1.0
ROLES REPORTING TO THIS ROLE:	Nil		

ABOUT THIS ROLE:

The Lead Information Release Officer is responsible for the delivery of timely and accurate records prepared for release to the Coroner's Court, the Crown Solicitor's Office and to other applicants seeking records pursuant to the *Adoptions Act 1988* and *Children and Young People (Safety) Act 2017*. The work is highly important and meaningful and requires a sound understanding of the functions of the Department for Child Protection, the type of records (historical and current) held by the Department and the ability to accurately interpret and apply legislation, legal principals and policies to factual records. It also requires the interpretation of requests for information and engagement with key stakeholders relating to those requests. The role is critical to facilitating effective management of information and is responsible for providing leadership and support to the FOI team. The role also encompasses reviewing and settling Provision of Information Release files, Adoption files and Departmental Policy and Procedure documents. The Lead Information Officer will support the Supervisor and Manager to identify priority information release requests and will be required to process Freedom of Information applications in the absence of the Manager or Supervisor.

YOU WILL BE ADDING VALUE BY:

1. Ability to successfully and professionally engage with key stakeholders such as the Crown Solicitor's Office, Coroner's Court, South Australian Police and applicants.
2. Ability to write briefings for the FOI team concisely and accurately.
3. Ability to write submissions in response to internal/external reviews of FOI team decisions.
4. Ability to prioritise workloads, meet deadlines and process large volumes of documents.
5. Working collaboratively with leadership to identify continuous improvement strategies to enhance the efficient and accurate processing of all information requests.
6. Provide input into departmental procedures and processes relating to the release of records within the FOI team.
7. Provide assistance to members of the FOI team, including Research and Discovery officers on complex applications to effectively narrow the scope of the request while meeting the needs of the applicant.
8. Utilising attention to detail to ensure consistency in approach and the provision of records that are accurately redacted in accordance with legislation.
9. Identifying complex legal issues and liaising with the Manager and DCP Legal to obtain advice and where appropriate, drafting referrals for legal advice.
10. Identifying risk and escalating to the Manager.
11. Contribute to a work environment where staff wellbeing is a priority and team members are encouraged to develop their skills and be provided with opportunities for professional development.
12. Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.
13. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards, and injuries in accordance with DCP policy & procedure and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.

WHO YOU WILL WORK WITH:

- Manager, Redress and Information Sharing (direct line manager)
- Supervisor, FOI team
- Director, Legal Services
- Senior Manager within DCP
- DCP staff
- Applicants
- Other government and non-government agencies including Crown Solicitor's Office, Coroner's Court, SAPOL, Relationships Australia (SA), CREATE and Nunkuwarrin Yunti (SA) Inc
- Legal professionals

QUALIFICATIONS:

Essential: Nil

Desirable: a legal qualification



YOUR CAPABILITIES:

- Demonstrated ability to maintain concentration, accuracy and attention to detail over extended periods of time whilst reading and redacting voluminous amounts of text.
- Ability to manage a high and varied workload, work under pressure, organize priorities, meet deadlines and take initiative.
- Proven experience in the interpretation of legislation and knowledge of relevant procedures and legislation pertaining to the processing of applications.
- Demonstrated ability to understand and apply the *Adoptions Act 1988*, *Children and Young People (Safety) Act 2018* and *FOI Act 1991* to departmental records.
- High level interpersonal skills and the ability to communicate effectively both verbally and in writing to a wide range of stakeholders including engaging with vulnerable individuals in a manner which is sensitive and empathetic.
- Proven ability to work under limited direction, within broadly defined guidelines, both autonomously and in a team environment, and develop effective communication, establish networks and meet deadlines whilst maintaining confidentiality of sensitive information.
- High level ability to identify and analyse problems through investigation, research and consultation and provide effective solutions.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment.

OUR COLLECTIVE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the *Children and Young People (Safety) Act 2017*, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP’s status as a White Ribbon Accredited Workplace.
- Actively support DCP’s commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.

SPECIAL CONDITIONS

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Manager, Redress and Information Release.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
- Some out of hours work may be required.
- Some intra/interstate travel (including small aircraft) may be required.
- A current Australian driver’s licence and a willingness to drive is desirable.



YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers, and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers, and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

CERTIFIED CORRECT: 27 May 2025



Government of South Australia
Department for Child Protection