

Senior Information Release Officer

Department for Child Protection

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

CLASSIFICATION:

ASO5

DIRECTORATE:

Legal Services

REPORTS TO:

Manager, Redress and Information Sharing

FTE:

1.0

ROLES REPORTING TO THIS ROLE:

Nil

ABOUT THIS ROLE:

The Senior Information Release Officer is a role within the Department for Child Protection (DCP), Freedom of Information (FOI) team and is accountable to the Manager, Redress and Information Sharing for the delivery of timely and accurate records prepared for release to applicants in relation to requests made pursuant to the Adoptions Act 1988, Children and Young People (Safety) Act 2017 and FOI Act 1991. The role is responsible for providing leadership and support to Information Release Officers and the Senior Research and Discovery Officer, redacting complex files, reviewing and settling Provision of Information Release files and reviewing periodically, procedures and guidance. The Senior Information Release Office will support the Supervisor and Manager to identify priority information release requests. The Senior Information Release Officer must be able to accurately identify and competently apply relevant legislation, legal principals and policies to complex factual records.

YOU WILL BE ADDING VALUE BY:

1. Understand and apply the Adoption Act 1998, Children and Young People (Safety) Act 2017 and FOI Act 1991 to departmental records.
2. Responding to enquiries from the members of the public, support services and other Government Departments in relation to applications for information.
3. Able to prioritise workloads and meet deadlines.
4. Be confident in engaging and undertaking consultation with members of the public, other Government Departments such as SAPOL, Health and the Department for Human Services as well as non-Government agencies.
5. Ensuring the delivery and maintenance of efficient work systems within the FOI team by providing leadership and support to Information Release Officers and other team members.
6. Working collaboratively with leadership to identifying continuous improvement strategies to enhance the efficient and accurate processing of all information requests.
7. Provide input into departmental procedures and processes relating to the release of records within the FOI team.
8. Provide assistance to the Research and Discovery officers on complex applications to effectively narrow the scope of the request while meeting the needs of the applicant.
9. Attention to detail ensuring consistency in approach and the provision of records that are accurately redacted in accordance with legislation.
10. Identifying complex legal issues and liaising with the Manager, Redress and Information Release and DCP Legal to obtain advice and where appropriate, drafting referrals for legal advice.
11. Identifying risk and escalating to the Manager, Redress and Information Release.
12. A high level of interpersonal skills including the ability to engage with individuals, including vulnerable people in a manner which is sensitive and empathetic.
13. Contribute to a work environment where staff wellbeing is a priority and where team members are encouraged to develop their skills and be provided with opportunities for professional development.
14. Participate in relevant training and development opportunities.
15. 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 with complying with reasonable instructions of DCP line management and WHS Officers.

WHO YOU WILL WORK WITH:

- Manager, Redress and Information Sharing
- Supervisor, FOI team, Director, Legal Services
- Senior Managers within DCP and DCP Staff
- Applicants and Legal professionals
- Other Government and non-government agencies including SAPOL, Health, the Department for Human Services, Relationships Australia (SA), CREATE and Nunkuwarrin Yunti (SA) Inc.

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 procedure and legislation pertaining to the processing of applications.
- High level interpersonal skills and the ability to communicate effectively both verbally and in writing to a wide range of stakeholders.
- 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 confidential of sensitive and confidential information.
- Ability to take prompt action to solve problems, work with limited supervision and use initiative and own judgment to achieve objectives.
- 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.
- Maintain the Program Standards of White Ribbon Reaccreditation.
- 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 Sharing.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.



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



Government of South Australia
Department for Child Protection