

# Supervisor Freedom of Information

## Department for Child Protection

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

<b>CLASSIFICATION:</b>	<b>ASO6/ASO7</b>	<b>DIRECTORATE:</b>	<b>Legal Services</b>
<b>REPORTS TO:</b>	<b>Manager, Redress and Information Release</b>	<b>FTE:</b>	<b>1.0</b>
<b>ROLES REPORTING TO THIS ROLE:</b>	<b>Nil</b>		
<b>ABOUT THIS ROLE:</b>			

The Supervisor Freedom of Information is a role within the Department for Child Protection (DCP) and is accountable to the Manager, Redress and Information Release for supervising and managing information release requests received by the Freedom of Information Team. This includes facilitating the timely and accurate access to DCP records in compliance with the Freedom of Information Act 1991 (FOI Act), Section 153 of the Children and Young People (Safety) Act 2017 (CYPS Act) and Section 27 of the Adoption Act 1998. The role provides advice on information release requests to the Manager, Redress and Information Release, including advice on issues that arise on compliance with information release requests, performance targets and risks associated with information sharing projects. The role is responsible for supervising, establishing and implementing key projects associated with the strategic and operational priorities of DCP which relate to information sharing practices and is a leadership position providing supervision and guidance to staff within the Freedom of Information Team.

### YOU WILL BE ADDING VALUE BY:

- Facilitating the appropriate release of records in accordance with the FOI Act, CYPS Act and Adoption Act and associated Regulations, ensuring compliance with confidentiality and information sharing provisions.
- Providing advice and problem solving support to DCP staff in relation to information release and records access.
- Leading key negotiations with the Applicant's, Support Services, the Crown Solicitor's Office, other Solicitors, SA Ombudsman and other key stakeholders in relation to the scope of the information requests.
- Providing leadership and guidance to the Freedom of Information Team including allocating tasks, setting priorities and deadlines for the completion of work in line with compliance dates.
- Supporting the Manager, Redress and Information Release in the preparation of briefings as required to the Chief Executive and Minister.
- Identifying opportunities to create improvements and efficiencies in the Freedom of Information Team practices.
- Undertaking the promotion of best practice in the Freedom of Information Team through the provision of advice to the Manager, Redress and Information Release, DCP Managers and other DCP Staff.
- Engaging in consultation with key stakeholders, accessing and incorporating their input into implementation of projects.
- Identifying legal issues and risks and coordinating legal advice requests to DCP Legal Services.
- Developing policies, procedures and strategies in accordance with legislation and strategic and operational requirements.
- Developing strong relationships with key stakeholders within DCP, other government agencies, non-government agencies and interstate agencies.
- Contributing to a work environment where staff are challenged and assisted to develop skills and provided with opportunities for professional growth.
- Contributing 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:

- Director, Legal Services and Redress
- Manager, Redress and Information Release and Manager, Subpoena and Information Release
- Senior managers within DCP and DCP Staff
- Other Government and non-government agencies and key stakeholders.
- Crown Solicitor's Office
- Ombudsman SA and the South Australian Civil and Administrative Tribunal

### QUALIFICATIONS

#### Essential:

- Freedom of Information Accredited Officer Training

#### Desirable:

- Legal Qualifications



**YOUR CAPABILITIES:**

- Experience providing management and supervision of staff through effective communication, resolving conflicts, leading by example and contributing to the team’s professional development.
- Ability to communicate effectively both verbally and in writing with a wide range of audiences including people affected by disadvantage from being in the out of home care system.
- Knowledge of relevant procedures and legislation pertaining to the processing of information requests under the FOI Act, CYPS Act and Adoption Act.
- Experience in applying legislative requirements to the release of information to the release of DCP records.
- Proven ability motivating, guiding and leading teams under limited direction in challenging situations.
- Ability to use initiative and judgment to achieve objectives and solve complex problems.
- Proven ability to liaise and negotiate outcomes with key stakeholders.
- Ability to analyse, interpret legislation and complex information and explain the content in a concise way to a broad audience.
- 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 Release.
- 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