



ACT
Government

Infrastructure Canberra

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Position Number: P46503

Division: People Engagement and Operations

Classification: ASO6

Branch: Chief Operating Office

Location: Civic / Hybrid

Business Unit: Governance, Audit and Risk

Last Reviewed: August 2026

Position Title: Freedom of Information Officer

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

Infrastructure Canberra's (iCBR's) vision is to enrich and connect our communities through sustainable and transformative infrastructure, places and spaces. At iCBR, we are the Territory's expert on capital infrastructure and our purpose is to efficiently develop, deliver and maintain infrastructure, places and spaces with our partners, for our community.

Our strategic priorities:

- Our people and our culture at our heart
- Excellence in service
- Partnering for success
- Better tools for outstanding outcomes.

We value safety, integrity, respect, excellence, innovation and collaboration and we uphold Yindyamarra to respect, honour, be kind, be gentle and be careful in every aspect of our work.

Our core functions:

- Supporting the planning, and leading the procurement and deliver, of government infrastructure programs and projects in partnership with ACT Government directorates.
- Leading leasing and associated property management and maintenance services across the ACT Government property portfolio.
- Leading the development, procurement and delivery of large scale infrastructure projects for the ACT Government.

- Coordinating and shaping the ACT Infrastructure Plan and Pipeline, and developing a portfolio and program management framework to support ACT Government infrastructure initiatives.

Providing strategic advice, expertise and assurance across the ACT Government and decision-makers, industry and key stakeholders on infrastructure policy, investment, planning, delivery and management.

DIVISION OVERVIEW

People, Engagement and Operations is dedicated to fostering a vibrant, inclusive, and collaborative environment across iCBR, our partners, communities and stakeholders. Our mission is to set and drive iCBR's strategic direction with a primary focus on developing, enhancing and implementing communication, engagement, capability, cultural, transformation, corporate services and work health and safety initiatives across the organisation.

We are accountable for a range of functions including organisational strategy, transformation and culture, learning and development, industry and industrial relations, communications, stakeholder and community engagement, corporate governance, ministerial and cabinet services, human resources and work health and safety across all iCBR projects, programs and operations. We develop and implement organisational approaches and ways of working to deliver on our strategic priorities and provide the guidance and support for our people and partners to embed safety, cultural, diversity, equity and inclusion practices into their everyday work.

Our focus is on building a values-based culture supporting our people and services to be adaptable and dynamic, empowering our people to achieve wellbeing, high performance and collective success through various initiatives including strategy and people plans, capability and learning and development frameworks and people focused safety programs.

We strive to enhance organisational excellence and maximise value. We drive and incubate innovation and opportunities to challenge the status quo, foster collaboration and communities of practice to embed continuous improvement and learning practices and optimise outcomes.

This includes embedding a culture of safety, robust governance, and effective people, engagement and operational services to support the delivery of iCBR's strategic priorities.

BUSINESS UNIT OVERVIEW

The Chief Operating Office (COO) Business Unit supports iCBR through the delivery of core corporate functions that enable effective governance, capability development, and operational excellence.

The COO Business Unit provides governance, ministerial and cabinet services, and corporate services that strengthen risk and safety management, audit and policy development, and robust corporate and government administration. Through this work, the COO Business Unit contributes to a cohesive, agile, and high-performing organisation, aligned to iCBR's strategic priorities and values.

POSITION OVERVIEW

The position advertised is responsible for processing freedom of information applications and general support to the Governance, Audit and Risk team. The occupant is also responsible for implementing changes under the *Freedom of Information Act 2016*, including the Open Access Information Scheme (OAIS).

WHAT YOU WILL DO

The primary responsibilities for this position are to, under direction:

- Prepare responses to requests for information made under the *Freedom of Information Act 2016* in alignment with the Ombudsman FOI Guidelines. Interpret and apply the provisions of other legislation including but not limited to the *Information Privacy Act 2014*, *Health Records (Privacy and Access) Act 1997*, and *Human Rights Act 2004*.
- Maintain a high level of confidentiality in all aspects of the work and deal sensitively with issues as they arise.
- Maintain a database on freedom of information applications and ensure currency of the directorate's FOI procedure and instrument.
- Liaise and engage with the ACT Ombudsman on freedom of information applications and subject matter, legislative compliance, statutory review and reporting needs.
- Regularly engage with internal and external stakeholders, including weekly network meetings, scoping meetings with applicants, internal discussions with business units.
- Contribute to the Directorate's obligations in respect of information-sharing and transparency of governance; and coordinate the uploading of required information to the Directorate's Disclosure Log in accordance with Open Access obligations.
- Undertake general administrative and reporting duties related to the position, such as FOI mailbox management, weekly briefings, and annual report FOI input.
- Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework, and the Directorate's Work Health and Safety system.

WHAT YOU REQUIRE (Selection Criteria)

Professional / Technical Skills and Knowledge

1. Demonstrated ability to research, analyse and interpret legislation, policy and complex information to make sound decisions and provide accurate, evidence-based advice and recommendations on Freedom of Information, Privacy and related matters.
2. Proven high quality organisational skills, including demonstrated experience in meeting tight deadlines and the flexibility to change tasks as required.
3. Demonstrated ability to undertake complex projects including well developed information technology skills, written skills, attention to detail and the ability to accurately edit written work. Experience with Objective is highly desirable.

Behavioural Capabilities

4. Demonstrated ability to consistently display commitment and leadership in high quality customer service principles and practices.
5. Demonstrated ability to build and sustain collaborative relationships with internal and external stakeholders and clients to influence and achieve results.
6. Demonstrated achievement in modelling ethical behaviour and driving team commitment to deliver outcomes aligned to the ACTPS Values and Signature Behaviours and Government priorities, and to achieving consistently high service standards.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of this role and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently
STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never
SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Frequently
Working in a call centre environment	Never
Working directly with the public	Occasionally
PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never
MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally

Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally
TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never
SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Frequently
Exposure to potentially distressing case material	Occasionally
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally