POSITION DESCRIPTION

Directorate: Education
Division: Chief Operating Officer
Branch: Governance
Business Unit: Information Access

Position Title: Assistant Director, FOI
Position Number: P62641
Classification: Senior Officer Grade C
Status: Temporary with possibility of permanency
Location: Hybrid - 220 London Circuit, working from home (optional) and Hedley Beare Centre for Teaching and Learning, Stirling (occasional).
Reviewed: 22 September 2026

EDUCATION DIRECTORATE

The Education Directorate develops and delivers educational services to empower each child and young person in the ACT to learn for life. The Directorate achieves this through:

- the provision of public preschools, primary, secondary, specialist schools and colleges;
- access to quality teaching, specialised learning programs and wellbeing supports for individual student needs;
- enrolment and support of international students; and
- the registration and regulation of home education, early childhood learning centres and non-government schools.

GOVERNANCE BRANCH

Governance Branch forms part of the Chief Operating Officer Division within the Education Directorate. The Branch is responsible for a range of support services to the Minister, Directorate Executive and ACT public schools, as well as the delivery of services to members of the public. These functions include:

- legal support;
- complaints management;
- access to information;
- audit;
- risk, security and emergency management;
- coordination of the Directorate's policy framework; and
- support for governance issues.

INFORMATION ACCESS SECTION

The Information Access team coordinates and responds to information requests, including Freedom of Information (FOI) requests, subpoenas and requests for student records. Requests are received from a range of clients, including families, former students, journalists, Members of the Legislative Assembly, solicitors, police, and Children, Youth and Families.

The team also manages the Directorate's obligations under privacy legislation and the National Redress Scheme, as well as personal injury claims relating to sexual abuse of children.

POSITION OVERVIEW

The Assistant Director, FOI works as part of a small team that delivers on the Directorate's obligations under the *Freedom of Information Act 2016* (ACT) and *Freedom of Information Act 1982* (Cth), which includes processing of FOI access applications and meeting Open Access Information Scheme (OAIS) requirements. This also involves consideration of other legislation such as the *Health Records (Privacy and Access) Act 1997*, the *Information Privacy Act 2014*, the *Children and Young People Act 2008* and the *Territory Records Act 2002*.

The position's responsibilities are performed consistent with the objects of FOI legislation, including the right of everyone to seek access to government information and the requirement to administer the legislation with a bias towards disclosure of government information.

At times, the Assistant Director, FOI will encounter information that may be confronting as it relates to neglect, abuse, or violence, particularly towards children.

WHAT YOU WILL DO

In accordance with legislation, Directorate policies, and in collaboration with colleagues, the Assistant Director, FOI, will:

1. FOI

- Work with FOI applicants to ensure there is a clear understanding of what they are seeking.
- Provide advice to business areas about access applications and what is required of them.
- Prepare and review records for FOI access applications.
- Support the Information Officer (decision maker) to perform their functions, including identifying issues and providing advice about matters such as upholding the objects of the Act, grounds for refusing to process a request, identifying information that may be deemed contrary to the public interest to disclose, consultation with third parties, requirements of other legislation, preparing decision documentation and preparing submissions for reviews of decision.
- Perform the role of Information Officer for less complex applications, including comprehensively and clearly documenting decisions and ensuring they are appropriate to the matter and the applicant.
- Maintain confidentiality in all aspects of the processing of FOI requests and sensitively manage issues as they arise.
- Monitor and consider ACT Ombudsman reviews of FOI decisions for relevance to EDU FOI processes and knowledge.

2. OAIS

- Lead the Directorate's compliance with Open Access Information Scheme obligations.
- Maintain the Directorate's information on ACT Government Open Access portal.

3. General

- Maintain effective record keeping and tracking systems.
- Liaise and negotiate with stakeholders including FOI applicants, Directorate staff, colleagues in other ACT Government Directorates, the ACT Ombudsman's office, and third parties.
- Contribute to knowledge improvement for FOI and OAIS across the Directorate.
- Develop/maintain standard operating procedures and templates for FOI and OAIS functions.
- Provide support to the Senior Director Information Access, colleagues in the Information Access team and managers and staff in Governance Branch.
- Undertake assigned tasks in accordance with, and uphold the ACT Government's Respect, Equity and Diversity framework and the Directorate's Work Health and Safety Management System.

The position does not supervise staff but performs a senior role in the Information Access team.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated experience in interpreting and applying FOI or similar legislation, including intersecting legislation.
2. High level organisational skills including the proven ability to manage competing priorities, work under pressure to meet deadlines with minimal supervision, manage inputs from multiple sources, and maintain accurate, up-to-date records.
3. High level communication and interpersonal skills including the ability to work as part of a team, liaise and negotiate with stakeholders, and prepare complex correspondence.
4. Demonstrated analytical and evidence-based decision-making skills.
5. Experience dealing with sensitive information that may be confronting.

Behavioural Capabilities

1. Demonstrated attention to detail, care, diligence and timeliness in the performance of assigned tasks.
2. Consistent demonstration of ACT Public Sector values and a customer service approach.

Compliance Requirements / Qualifications

Nil

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director FOI and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustments 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	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADOs)	Never
Peaks and troughs	Frequently
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	Frequently (via email/phone, not in person)

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Frequently

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	Occasionally
Exposure to potentially distressing case material	Frequently

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never