



Australian Information Commissioner

Information pack

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Information about the OAIC

The OAIC is the national independent statutory body dealing with privacy, freedom of information (FOI) and government information policy. The OAIC exercises certain functions under the *Privacy Act 1988* (Privacy Act), the *Freedom of Information Act 1982* (FOI Act) and the *Australian Information Commissioner Act 2010* (AIC Act).

The OAIC has a broad range of functions under the Privacy Act, FOI Act and AIC Act, including conducting investigations and assessments relating to privacy, administering the notifiable data breaches scheme, handling privacy and FOI-related complaints, reviewing decisions that are made under the FOI Act and providing advice to the public, government agencies and businesses.

The OAIC was set up by the AIC Act, which provides for a three-commissioner structure including the Information Commissioner as the Accountable Authority, the Freedom of Information Commissioner and the Privacy Commissioner.

Further information about the OAIC can be obtained at the [Office of the Australian Information Commissioner website](#).

Role of the Information Commissioner

The Information Commissioner is a full-time statutory office holder, appointed by the Governor-General under section 14 of the AIC Act.

The Information Commissioner is the head of the OAIC and is responsible for overseeing information policy functions of government.

As agency head, the Information Commissioner will be responsible for leading the agency to administer its functions, driving its strategic direction, and for its performance and corporate operations. This will include continued implementation of the outcomes of the Strategic Review of the OAIC to ensure the organisation meets all of its functions including privacy and FOI.

The Information Commissioner may be required to exercise functions under statute, including reporting to the Attorney-General on matters relating to Australian Government information management policy and practice, including FOI and privacy.

The Information Commissioner will be expected to be a public spokesperson for the OAIC on matters relating to information policy, including promoting open government, and other matters within the OAIC's responsibilities including robust privacy protections and the effective operation of the FOI framework.

Eligibility

Applicants must have, or be able to hold, and maintain, a Positive Vetting security clearance. Therefore, applicants must be Australian citizens and have a checkable background.

Selection Criteria

In addition to meeting the eligibility criteria as set out above, applicants will need to meet the following agency head selection criteria consistent with the APSC Merit and Transparency Guidelines for statutory appointments:

- Demonstrates high level leadership and vision
 - sets a strategic vision and inspires others to achieve this
 - innovative in dealing with issues
 - articulates a clear direction for their organisation.
- Manages large and/or complex operations
 - achieve results within the context of organisational and/or Government policy
 - strong people management skills
 - strong financial management, ensuring efficient, effective and ethical use of resources
 - understanding of and commitment to quality organisational governance.
- Works with others to meet objectives
 - operates collaboratively with others to meet organisational objectives
 - cultivates productive relationships
 - listens to people and values different perspectives.
- High level of judgement.
- Demonstrates a high standard of professional and personal integrity and capacity to promote these in an organisation.

Applicants should also:

- have significant experience with privacy, FOI and government information issues
- be familiar with the relevant Commonwealth laws (noting it is not a requirement that applicants be legally qualified)
- have a capacity to deal with dispute resolution to support the OAIC's complaints-handling function
- have a strong presence and be comfortable with significant industry engagement
- be comfortable with media engagement and having a public profile

- be able to work constructively with Government to advance information law issues, and be accountable to the Parliament through its committees

Terms and conditions

The term of appointment is up to 5 years with the AIC Act providing for reappointment. This is a full-time position. It is principally based in Sydney, however other base locations may be considered.

Remuneration and allowances for the position are set by the Remuneration Tribunal. *Remuneration Tribunal (Remuneration and Allowances for Holders of Full-time Public Office) Determination 2022* can be viewed at <https://www.remtribunal.gov.au/full-time-offices>.

How to apply

Applications must include:

- a statement of claims, of no more than 4 pages, against the eligibility and selection criteria
- a resume of no more than 6 pages outlining qualifications, experience and expertise
- the names and contact details of at least two referees who have direct and relevant experience of the applicant's work. Applicants will be notified prior to referees being contacted.

Applications should be emailed to appointments@ag.gov.au by 5:00pm (AEDT) on 24 November 2023.

Contact

Enquiries about the position, or the application process, may be emailed to appointments@ag.gov.au.

Assessment process

Applicants will be initially assessed by a panel on their written application. Shortlisted applicants will be further assessed by the panel at interview.