

# POSITION DESCRIPTION

## GIPA Officer

### POSITION DETAILS

Date of Position Description	June 2024
Position Title	GIPA Officer
Position Grade	8
Directorate   Business Unit	Finance & Information   Governance & Risk
Reports to	Senior Governance and GIPA Officer
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements
Job Location	126 Church Street, Parramatta (Council retains the right to alter locations should the operational need arise)

### POSITION OVERVIEW

This position is responsible for provision of technical advice and effective access to information under the Government and Public Access Act (GIPA) and associated legislation.

### KEY RESPONSIBILITIES

#### Role Specific

- Review, assess and determine access applications made under the GIPA Act and other statutory or legal requests for documentation held in Council records.
- Coordinate Council's statutory reporting and compliance requirements as prescribed by the GIPA Act and GIPA Regulation (GIPA reporting to the IPC, Disclosure Log, Contracts Register)
- Coordinate, manage and maintain records and documentation in line with government requirements, protocols and business needs to ensure that all information is accurate, stored correctly and accessible
- Ensure that information is released in compliance with the object of the GIPA Act while applying best practice and industry guidelines.
- Operate with autonomy to make decisions and apply legislation/legal concepts in line with standards of high quality, relevance and consistency.
- Attend to requests from the Public Officer for the retrieval of files, records and other documentation including photocopying where required, associated with subpoenas serviced upon Council.
- Respond to enquiries and investigations arising out of privacy referrals and statutory review requirements.
- Build and maintain collaborative working relationships with stakeholders and across multiple teams and functions to ensure a positive customer experience
- Enhance community confidence in Council services through the provision of effective access to information under the GIPA Act and associated legislation.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness. Provide advice and support to a diverse range of stakeholders to assist the delivery of responses to sensitive and urgent matters.
- Ensure the early identification and communication of emerging and potentially contentious issues to allow for timely mitigation strategies.

- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.

#### Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, including the COVID 19 Vaccination Policy, as amended from time to time

### KNOWLEDGE

#### Qualifications

- Tertiary qualifications and/or demonstrated experience in the provision of access to information services to the community and other stakeholders

#### Experience

- Knowledge of various State and Federal acts that relate to the management and provision of information in local government including Government Information (Public Access) Act 2009, Privacy & Personal Information Protect Act 1998, Copyright Act 1968, Environmental Planning & Assessment Act NSW 1979 and Local Government Act 1993.
- Experience in determining access applications and the correct application of public interest considerations,
- Experience in searching, retrieval of files, inspecting and investigating of records to determine relevance to scope of access applications
- Experience in using software systems such as TRIM, Microsoft and other systems

#### Skills

- High level of customer service and ability to meet tight deadlines
- Experience in researching hardcopy and electronic information
- Strategic, analytical thinking and problem solving abilities
- Sound time management and ability to manage conflicting priorities