



Position Description

POSITION DETAILS	
Date of PD	August 2018
Position Title	GIPA Officer
Position Grade	8
Directorate Business Unit	City Engagement & Experience Customer Service Centre
Reports to	Senior Information Officer
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

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

- Attend to formal applications from member of the community and other stakeholders for documentation held in Council records.
- Maintain appropriate records of all applications received and prepare correspondence as required under the Government Information (Public Access) Act 2009.
- 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.
- Enhance community confidence in Council services through the provision of effective access to information under the Government Information and Public Access Act (GIPA) and associated legislation.
- 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.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

KNOWLEDGE

Qualifications (Level)

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

Experience

- Knowledge of various acts that relate to the management and provision of information in local government including Privacy & Personal Information Protect Act 1998, Government Information (Public Access) Act 2009, Copyright Act 1968 and Environmental Planning & Assessment Act NSW 1979.
- Experience in using software systems such as TRIM, Microsoft and other systems
- Experience in processing access to information applications and in particular the retrieval of files, inspecting and investigating of files

Skills

- High level of customer service and ability to meet tight deadlines
- Experience in researching hardcopy and electronic information

Acknowledgement:

I, acknowledge that I have read and understood the above position description and have been given a personal copy.

Signatures:

Employee's Signature Date:

Manager's Signature Date: