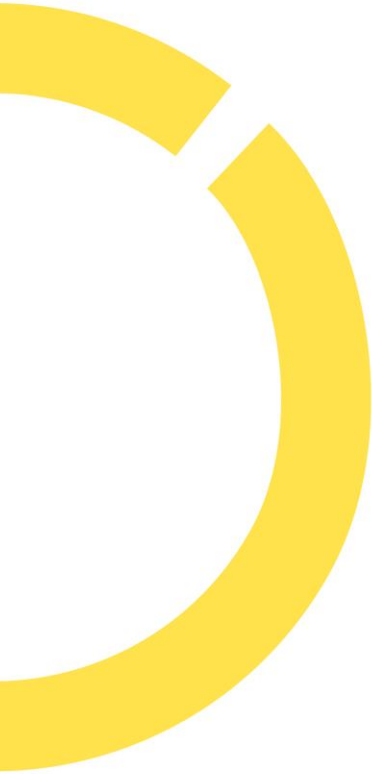


# Candidate Information Pack

Information  
Commissioner

**fisher**  
LEADERSHIP



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# About the Office of the Victorian Information Commissioner (OVIC)

OVIC is an independent integrity agency. It is the primary regulator and source of independent advice to the community and Victorian Government about how the public sector collects, uses and discloses information.

OVIC is led by the Information Commissioner, who is supported by the Public Access Deputy Commissioner and Privacy and Data Protection Deputy Commissioner. The deputy commissioners share many of the Information Commissioner's powers in relation to their areas of regulatory responsibility under the *Freedom of Information Act 1982* (FOI Act) and *Privacy and Data Protection Act 2014* (PDP Act), respectively. Additionally, the Information Commissioner can delegate certain powers and authorise the deputy commissioners on a case-by-case basis to exercise some functions that are reserved for the Information Commissioner.

OVIC's core functions include protecting information privacy rights, overseeing access to government-held information, advising on lawful information sharing, and promoting effective information security within government. Its goal is to foster a public sector culture that promotes access to information while ensuring its proper use and protection. OVIC seeks to build community trust by empowering Victorians to know and exercise their information rights.

The statutory functions of OVIC and the Information Commissioner are set out in the FOI Act and the PDP Act.



# The Position

## **The Information Commissioner:**

- Is responsible for the strategic direction of OVIC
- Manages and leads OVIC
- Has specific functions outlined in the *FOI Act* and *PDP Act*

## **Salary**

TRP \$279,239 – \$401,017 (including superannuation)

## **Location**

Melbourne CBD, noting the position may require travel within and outside Victoria

## **Term duration**

5 years, with eligibility for reappointment

## **Important Information**

The Victorian Government is committed to ensuring that government boards and committees reflect the rich diversity of the Victorian community.

We encourage applications from people of all ages, Aboriginal people, people with a disability, people from culturally and linguistically diverse backgrounds and from lesbian, gay, bisexual, trans, gender diverse, intersex and queer people. We will provide adjustments to the recruitment process upon request.

The successful applicant is required to be able (eligible and suitable) to obtain Negative Level 1 security clearance and to maintain that level of clearance while in this role.



# Key Accountabilities

The key statutory accountabilities of this position include the exercise of duties, functions and powers, outlined in the following relevant legislation:

## **Freedom of Information Act**

The FOI Act provides the public with a general right of access to documents in the possession of the Victorian government, subject to limited exceptions and exemptions.

Under the FOI Act, the key functions of the Information Commissioner are to:

- Promote understanding and acceptance by agencies and the public of the FOI Act and its object
- Conduct reviews of decisions made by agencies and Ministers under the FOI Act
- Receive and handle complaints made under the FOI Act
- Provide advice, education and guidance to agencies and the public in relation to the Information Commissioner's functions
- Develop and monitor compliance with Professional Standards, and to provide advice, education and guidance to agencies and the public in relation to compliance with the Professional Standards.

# Key Accountabilities continued

## **Privacy and Data Protection Act**

The PDP Act provides for the regulation of information privacy, protective data security, and law enforcement data security.

The key functions of the Information Commissioner in relation to information privacy are to:

- Promote awareness and understanding of the Information Privacy Principles (IPPs)
- Receive complaints about possible breaches of the IPPs by the Victorian Public Sector
- Conduct audits to assess compliance with the IPPs
- Undertake research, issue reports, guidelines, and other materials with regard to information privacy.

The key functions of the Information Commissioner in relation to protective data security and law enforcement data security are to:

- Develop the Victorian Protective Data Security Framework
- Issue protective data security standards and promote their uptake by the Victorian Public Sector
- Conduct monitoring and assurance activities to assess compliance with those standards
- Undertake research, issue reports, guidelines, and other materials with regard to protective data security.

## **Other accountabilities of the Information Commissioner**

- Providing leadership: promote a vision of what OVIC will achieve in line with its statutory functions, and strategically position OVIC to forecast and adapt to the needs of the community.
- Ensuring a productive culture and providing leadership to OVIC's workforce: assist in establishing a workplace culture that delivers by actively practicing and modelling values that contribute to a productive culture while working with OVIC's staff to ensure delivery of its legislative mandate.
- Leading the management of OVIC's reputation: lead the building and maintenance of a positive reputation for OVIC, one that engenders trust and credibility.
- Providing authoritative advice: provide authoritative advice on OVIC's duties and functions and the operation of the FOI Act and PDP Act.

# Organisational chart



# Key Selection Criteria

**To be successful in this role, the applicant will have demonstrated experience and exceptional capability with regards to:**

## **Leadership**

- Proven public sector leadership and management capabilities at a senior level, with a well-developed understanding of the operation of government and the public sector and the ability to think strategically.

## **Relationship management**

- The ability to establish and maintain sound relationships with a diverse range of stakeholders, including the Victorian Government. The applicant will forge partnerships across business areas, functions and agencies and build trust through consistent actions, values and communication.

## **Complex decision making and systems thinking**

- The ability to develop and implement processes and procedures that are in accordance with legislative requirements and to drive organisational and system performance to deliver better outcomes.

## **Knowledge and experience in privacy and/or freedom of information**

- Sound knowledge and proven expertise in privacy and information security and/or freedom of information processes in Victoria or a comparable jurisdiction.

## **Financial skills**

- A financial mindset with an understanding of operating budgets and service delivery costs necessary to lead OVIC.

## **Integrity, ethical standards and sound professional judgment**

- Demonstrated ability to act with a high degree of integrity and ethical standards, promoting trust, respect and cooperation among OVIC staff and stakeholders.

## **Promoting inclusion**

- The ability to create and maintain a culture that supports and respects the individuality of others and recognises the benefits of diverse ideas and approaches; communicates well with, relates to and sees issues from the perspective of people from a diverse range of cultures and backgrounds.

## **Eligibility**

A person is not eligible for appointment as Information Commissioner if they are:

- a member of the Parliament of Victoria or of the Commonwealth or of another State or Territory or;
- a member of a council.



# Application Instructions

To apply, go to [fisherleadership.com](https://fisherleadership.com) and click on 'APPLY ONLINE' using reference **DOJvic1023**, and address your cover letter and resume to David Baber.

Your application should include:

1. A brief covering letter clearly quoting **DOJvic1023**
2. A complete current resume
3. Specific responses to the Key Selection Criteria, providing examples of demonstrated experience and capabilities

Please ensure that you receive an email acknowledgement confirming receipt of your application.

**The closing date for applications is 10 November 2023**

