

Aps 5 Level Freedom Of Information Officer.

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Company: HOBAN Recruitment

Location: Australia

Category: other-general

HOBAN Recruitment is currently seeking an experienced APS5 Level FOI Action Officer (Labour Hire) for our client based in Deakin Canberra. If you have a knack for coordinating Freedom of Information (FOI) requests and possess a sound understanding of the FOI Act, we want to hear from you! About the Role: Coordinate FOI requests and ensure compliance with the FOI Act. Assist with Participant Information Access (PIA) requests and contribute to information handling requirements. Provide quality assurance checks, training, and guidance to the team. Undertake research and analysis activities as needed. Liaise with internal and external stakeholders to resolve inquiries. Benefits: Competitive pay rate of \$55.24 per hour , including casual loading, providing you with financial stability and recognition for your expertise. 11% superannuation to secure your future and support your retirement planning. ASAP start date , allowing you to embark on this exciting opportunity without delay. Up to an Initial 12-month assignment with the possibility of an extension, based on business requirements, providing job security and potential long-term prospects. Full-time position, offering 37.5 hours per week, Monday to Friday , enabling a healthy work-life balance and time. Contribute to meaningful outcomes for people with disabilities. About You: Experience in coordinating FOI requests and working with the FOI Act Strong attention to detail and analytical skills Ability to communicate effectively with stakeholders Proficiency in drafting reports, briefings, and correspondence Previous experience in providing quality assurance support and training Please note you do need to be an AUSTRALIAN CITIZEN for this Federal Government role. Positions close for submissions on FRIDAY 19 th April 2024. At HOBAN we embrace diversity, inclusion and equal opportunity. We welcome and

encourage applications from people from all backgrounds. We provide reasonable adjustments; including alternate formats to the recruitment process for individuals with disability. If you require an adjustment to be made during the recruitment process, please email ***** or visit hoban.com.au/adjustments .

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