

Information Officers

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Company: Dfp Recruitment Services Pty Ltd

Location: Australia

Category: other-general

Job description Our client:

Our client, a reputable large government organisation is seeking enthusiastic Freedom of Information (FOI) Officers to join their team. This role presents an excellent opportunity to support the coordination of Freedom of Information (FOI) requests and Participant Information Access (PIA) requests, ensuring compliance with the Freedom of Information Act 1982.

Position Overview

The FOI Action Officers will work to assist the team in coordinating FOI and PIA requests made to the Agency. The successful candidate will play a crucial role in ensuring the Agency meets its legal obligations under the FOI Act while providing operational and administrative support informed by sound knowledge in relevant areas. We are recruiting APS4 and APS5 positions across the team. Key Responsibilities: Assist FOI Decision Makers in creating, processing, making, and closing FOI decisions, ensuring accurate recording on all databases in accordance with the FOI Act Prepare and draft various materials, including data reports, briefing documents, and correspondence. Provide administrative support to develop systems, processes, and practical tools, including training

materials, to facilitate FOI and PIA handling and awareness. Facilitate administrative access to relevant local servers, distribution lists, and agency databases for FOI team members as required. Provide quality assurance support, guidance, and training to the FOI and/or PIA team to enhance their understanding and performance. Experience required: Previous experience in an administrative role, preferably in a government agency or similar environment. Knowledge of the Freedom of Information Act 1982 and associated regulations is desirable but not essential. Strong organizational skills and attention to detail, with the ability to manage multiple tasks effectively. Ability to communicate with stakeholders at all levels Demonstrated experience in FOI decision-making and review processes, preferably within a government agency or similar environment To apply

As this role is within the Federal Government, applicants are required to hold Australian Citizenship in order to be considered.

If you are interested in this role, please APPLY NOW or call DFP on ***** for more information.

DFP welcomes applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability. In addition, DFP will provide reasonable adjustments for individuals with disability throughout the recruitment process. If you identify as a person with disability and require adjustments to the application, recruitment, selection and/or assessment process, please advise via or and indicate your preferred method of communication (email, phone, text) so we can keep in touch and meet your accessibility needs.

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