

## Senior Legal Information Officer

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Company: Cahs Office Of The Chief Executive

Location: Australia

Category: other-general

This is a Recruitment Pool for Fixed Term Full Time appointments, with the possibility of extension(s) and/or permanency.

VCID No. 884745 Position Profile: The Child and Adolescent Health Service (CAHS) are seeking organised and motivated individuals to join our team within the Mediation and Legal Support Service (MLSS)/Release of Information (ROI) department

We are a supportive team who work collaboratively to process often highly sensitive and contentious information. This includes information related to child abuse, complex family relationships and mental health. We place a high value on maintaining the integrity and confidentiality of information collected ensuring it is stored appropriately and accessed by authorised persons only.

The successful applicant will provide confidential and comprehensive governance around access to health information for CAHS (Perth Children's Hospital, Neonatology, Child and Adolescent Community Health and Child and Adolescent Mental Health). You will work in collaboration with health service staff and external agencies to ensure the efficient and effective operating of services provided by MLSS. Your key responsibilities will include: Review and prepare highly sensitive, contentious, confidential and complex health information in accordance with legislative requirements, WA Health policy, CAHS policy and CAHS processes. Understand and accurately interpret legislation relating to sharing, accessing and releasing health information. Respond to complex enquiries in relation to the access and release of information processes. Prepare correspondence and complex documents, including decisions for the release of information and objections to the court, with

a high standard of accuracy and presentation. Arrange and prioritise incoming correspondence and undertake appropriate follow-up action according to established timeframes. The Child and Adolescent Health Service (CAHS) is proud to be the leading service provider for paediatric healthcare in Western Australia, as the State's only dedicated health service for infants, children and young people. CAHS is made up four service areas: Neonatology, Community Health, Child and Adolescent Mental Health Services (CAMHS), and Perth Children's Hospital (PCH). Consisting of over 6,500 employees, our services are delivered at PCH and King Edward Memorial Hospital (KEMH), as well as across a network of more than 160 community clinics across the metropolitan area.

For further information about the benefits of working for CAHS and our services please click [here](#) . Selection Criteria: Please see the attached Job Description Form.

For Further Job Related Information: We encourage you to contact Kimberley Charlton-Maughan, Manager - Mediation & Legal Support Services / Release of Information on 08 6456 8143.

Your ability to meet the work related requirements will be assessed throughout the recruitment process. For your written application please provide the following: a statement addressing the selection criteria in no more than 2-3 pages. a current resume which summarises your experience and how you are able to meet the position requirements. These documents should be complete and ready to attach prior to applying online. Please ensure you allow sufficient time to complete the online application process as you will be required to answer various questions and attach your documentation. Please note, applicants must have a current, valid email address in order to apply online. This email address will be used for communication with applicants.

Help in submitting your application: If you experience technical difficulties while applying online, please contact Employee Services on 13 44 77 for immediate assistance during business hours.

Eligibility: Australian citizenship or permanent residency is an essential requirement for applicants to be considered for permanent positions in the public sector.

Conditions: WA Health engages staff in positions of trust and responsibility. WA Health policies require applicants to undertake criminal records screening and integrity checking as part of the appointment process. Referees may also be asked to comment on an applicant's integrity and past demonstration of ethical behaviour.

WA Health is committed to eliminating all forms of discrimination in the provision of our

service. We embrace diversity and strongly encourage applications from people from culturally diverse backgrounds and people with disabilities. In addition, we are committed to growing our Aboriginal workforce as part of WA Health Aboriginal Workforce Policy. As a measure to achieve equality, Section 51 of the Equal Opportunity Act 1984 applies to this position and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Suitable applicants will be placed in a pool from which appointments may be made when similar vacancies occur. Appointments may be made from this pool until 30 June 2025.

CAHS values: To achieve our vision of healthy kids, healthy communities, CAHS is committed to providing a workplace culture that is driven and shaped by our values of Compassion, Collaboration, Equity, Respect, Excellence and Accountability. During the selection process you may be assessed on your ability to fulfil the responsibilities of this position in accordance with the values. If you have any questions regarding this, please contact the person named in this advert.

For Assistance including any adjustment needed to accommodate a disability and confidential enquiries – please contact the Strategic Talent Acquisition Recruitment Team (START) service via email: .

Lodgement is system generated. Any submissions on, or after, 4:00pm on the closing date will not be accepted. LATE OR EMAIL APPLICATIONS WILL NOT BE CONSIDERED.

#J-18808-Ljbffr

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