



## Position Description – Associate Director, Privacy and Freedom of Information

### Position Details

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<b>Position Title:</b>	Associate Director, Privacy and Freedom of Information
<b>College/Portfolio:</b>	Operations Portfolio
<b>School/Group:</b>	Governance, Legal and Strategic Operations
<b>Campus Location:</b>	Based at the Melbourne CBD City campus, but may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 10A
<b>Employment Type:</b>	Continuing
<b>Time Fraction:</b>	1.0 FTE

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

## **Why work at RMIT University**

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Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

## **Operations Portfolio**

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The Operations Portfolio comprising of over 800 staff is an enabler of an integrated, enterprise-wide delivery for best practice student and staff experiences.

The Portfolio incorporates the following business units: Governance, Legal and Strategic Operations, Data and Analytics, Enterprise Projects and Business Performance, Finance and Governance, Information Technology Services (ITS), Office of the Chief Operating Officer (OCOO), People Function (HR), and Property Services Group (PSG).

The Portfolio houses significant drivers and delivery components across the staff and student journeys and enables the overall experience for both groups. The Portfolio is integral in bringing the RMIT strategy to life, across the globe. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

## **Governance, Legal and Strategic Operations**

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Governance, Legal and Strategic Operations is responsible for the full range of governance, legal, and contract management services to all areas of the University. The team have expertise in governance, compliance management, policy, privacy, freedom of information, contracts, legal advice, and complaints management.

Governance, Legal and Strategic Operations is committed to:

- Providing high quality subject matter expertise that is aligned and responsive to the commercial needs of RMIT and the regulatory requirements within which RMIT operates;
- A high level of customer service which means getting to know the different areas of the business areas we service and tailoring advice and support to meet their needs;
- Assisting RMIT to achieve its strategic objectives by working collaboratively with our University colleagues;
- Developing and maintaining relationships with subject matter experts within and outside of RMIT to ensure appropriate additional expertise is available when required.

## **Position Summary**

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The Associate Director, Privacy and Freedom of Information is responsible for operating a University-wide privacy and freedom of information function at RMIT and for the continuous development and management of the University's privacy management framework.

## **Reporting Line**

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Reports to: Head of Compliance, Privacy and Contract Services

Direct reports: Two (2)

## Organisational Accountabilities

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

## Key Accountabilities

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- Embed a culture of privacy throughout the University while understanding the University's operating environment, policies, strategic objectives and risk profile.
- Provide strategic leadership and direction in the management of privacy and freedom of information at the University.
- Engage with, and build strong collaborative relationships with, stakeholders from across all levels of the University to embed privacy by design practices and principles, and to build positive engagement and proactive compliance with privacy and freedom of information processes.
- Provide expert advice and guidance on complex matters, including in response to new initiatives that have a potential privacy impact and the application of privacy and freedom of information law to the University's activities.
- Lead the handling of internal and external privacy enquiries, privacy complaints, data subject requests, and freedom of information applications, including implementing complaints handling and dispute resolution processes, and ensuring adherence to statutory timeframes.
- Co-ordination of the Privacy Impact Assessment process and preparation of Privacy Impact Assessments to mitigate any risks to the privacy of individuals.
- Ensure tools and resources are compliant with laws and reflect best practice.
- Development and implementation of a privacy management plan.
- Deliver privacy and freedom of information training to University staff.
- Manage the University's response to data breaches where they impact personal information.
- Liaise with external bodies and stakeholders on privacy and freedom of information matters, including the Office of the Victorian Information Commissioner (OVIC) and other regulators as necessary.
- Undertake other appropriate duties as directed by the Head of Privacy, Compliance and Contract Services.

## Key Selection Criteria

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1. Significant experience in privacy and freedom of information (or a related field), preferably in a large complex organisation or in the tertiary sector.
2. Demonstrated in-depth understanding of relevant privacy and freedom of information legislation, and other legislation that governs the way a University handles personal information (for example, the *Public Records Act 1973* (Vic)).
3. Demonstrated understanding of privacy management practices and the ability to identify and manage interactions across the University's operations.
4. Proven ability to exercise sound judgment and decision-making in the management of complex privacy and freedom of information matters.
5. A well established and demonstrated understanding of privacy dispute resolution, complaint-handling methods and processes, and privacy breach response management.
6. Exceptional communication and interpersonal skills, with the ability to engage effectively with a diverse range of stakeholders, including senior executives, staff from other areas such as legal, data and analytics, IT, security, procurement, marketing, and project management, and external regulators.
7. Proven track record in building and maintaining productive working relationships in a complex operating environment, with the ability to engender trust and confidence to persuade others and foster agreement.

- 8. Demonstrated ability to deliver continuous improvement, including monitoring the regulator and other relevant channels and to ensure the University is keeping up with best practice.
- 9. Experience in managing and leading teams, including building capability within a team through coaching, providing feedback, and encouraging career development.
- 10. A sound knowledge and understanding of global privacy laws (such as GDPR) is desirable.

**Qualifications**

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A relevant tertiary qualification and/or extensive relevant experience as per key selection criteria. Certification in privacy management (e.g. IAPP CIPM) is desirable but not mandatory.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

<b>Endorsed:</b>	Signature: Name: Nicholas Pappin Title: Head of Compliance, Privacy and Contract Services Date:	<b>Approved:</b>	Signature: Name: Briony Lewis Title: Executive Director, Governance, Legal and Strategic Operations Date:
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