

## APS 5 FOI team position description

The Services which the Contractor must provide and perform consist of the following:

To provide case officer support to the ACT Strategy and FOI team as directed. The role is to assist the ACT Ombudsman with the implementation of its functions under the *Freedom of Information Act 2016*.

Duties will be at the APS 5 classification level and may include assisting with:

- case managing applications for review of access decisions made by ACT agencies and Ministers
- undertaking legal research to identify the correct or preferable outcome in review matters
- drafting FOI decisions for the ACT Ombudsman
- processing requests for extensions of time for access applications
- case managing FOI complaints made to the Ombudsman about ACT agencies and Ministers
- utilising dispute resolution techniques to conciliate review and complaint matters
- preparing and managing correspondence, file notes and other documentation relating to allocated matters
- taking responsibility for the timely progression of allocated matters to short timeframes, and
- engaging with stakeholders and members of the public, including drafting factsheets and other guidance material
- other tasks as directed.

Duties are to be performed under broad direction from the ACT Strategy and FOI Director and in accordance with the APS Values, Code of Conduct, and the Commonwealth Ombudsman's values of independence, impartiality, integrity, accessibility, professionalism and team work.