

## Position Description – Senior Advisor, Privacy and Freedom of Information

### Position Details

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<b>Position Title:</b>	Senior Advisor, Privacy and Freedom of Information
<b>College/Portfolio:</b>	Office of the Vice-Chancellor
<b>School/Group:</b>	University Secretariat and Academic Registrar's Group
<b>Campus Location:</b>	Based at the City campus, however may be required to work and/or be based at other campuses of the University
<b>Classification:</b>	HEW 8
<b>Employment Type:</b>	Continuing
<b>Time Fraction:</b>	1.0

### 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>.

## College/Portfolio/Group

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The University Secretariat and Academic Registrar's Group (ARG) is responsible for a range of activities underpinning the student lifecycle from enrolment through to graduation. The ARG operating environment is highly complex in view of more than 82,000 student enrolments across the University in both vocational and higher education programs at campuses in Melbourne, Europe and Vietnam, as well as at several offshore locations in conjunction with educational and industry partners.

RMIT has one of the highest numbers of international student enrolments within Australian universities; consequently, compliance requirements are significant with State and Federal legislation imposing numerous and frequently revised regulatory obligations.

The ARG has a staff establishment of around 140 EFT in Australia and Vietnam, and an operating budget in excess of \$20 million.

Core University services provided by the ARG include: **Academic Governance and Systems:** government reporting, systems operations, academic and admissions governance; invigilated assessment (accreditation compliance); **Enrolment and Student Records:** student financials governance, student records, enrolment compliance and records, and global enrolments; **Completions and Graduations:** program completions and graduation ceremonies; **University Secretariat:** Council Committees and controlled entities; **Education Regulation, Compliance and Assurance:** regulatory compliance and assurance; **Office of the University Secretary and Academic Registrar:** complex and high risk student matters, external review and stakeholder requests, privacy and freedom of information, compliance, central policy, and contract services.

## Position Summary

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The Senior Advisor, Privacy and Freedom of Information performs a key role in processing and assessing freedom of information requests and privacy related matters such as complaints, breach responses and privacy impact assessments in compliance with RMIT's obligations under the *Freedom of Information Act 1982* and the *Privacy and Data Protection Act 2014 (Vic)*. The role is also responsible for providing technical advice to internal and external stakeholders on the design, development and implementation of related projects, as well as building positive engagement with best-practice principles of privacy and freedom of information and fostering strong collaborative relationships with internal and external stakeholders.

## Reporting Line

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Reports to: Associate Director, Privacy and Freedom of Information

Direct reports: Nil

## 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.

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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- Respond to freedom of information requests received by RMIT in accordance with the *Freedom of Information Act 1982* and legislated timeframes. This includes case management of requests, assessing applications, consulting with internal and external stakeholders, and exercising significant judgement in the application of exemptions and in the drafting of decisions and advice.
- Develop and provide clear guidance, training and advice to staff, students and members of the public about freedom of information and privacy processes.
- Respond to internal and external privacy enquiries, investigate privacy complaints and breaches, as well as respond to requests for access to, and correction of personal information.
- Contribute to the management, development, implementation and maintenance of the university's privacy strategy and privacy management framework.
- Support the operations of the privacy and freedom of information team, including reviewing privacy and freedom of information related materials, undertaking privacy impact assessments, and preparing project plans, guidance documents, training materials, briefings and reports.
- Lead, coordinate and manage activities and projects related to the uplift of freedom of information and privacy management frameworks and processes.
- Develop and implement a program of internal and external engagement to increase awareness of and compliance with freedom of information responsibilities across the RMIT Group.
- Liaise with the Office of the Victorian Information Commissioner and other regulators on freedom of information and privacy issues, as required.
- Establish and maintain effective working relationships with key internal and external stakeholders in relation to freedom of information and privacy matters.
- Undertake projects and other duties consistent with the level of the position and needs of the group as requested by the Associate Director, Privacy and Freedom of Information.

## Key Selection Criteria

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1. Demonstrated experience in the interpretation and application of the *Freedom of Information Act 1982*.
2. Knowledge and understanding of privacy legislation relevant to the operations of a global university, such as the *Privacy & Data Protection Act 2014 (Vic)*.
3. Excellent attention to detail and a high-level of proficiency with Microsoft Office, SharePoint and Adobe Acrobat.
4. Excellent interpersonal, communication, influencing and relationship building skills.
5. Demonstrated ability to provide strategic advice, work independently, and to achieve objectives while operating within complex organisational structures.
6. Excellent organisational and planning skills and ability to work to strict deadlines.

## Qualifications

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A relevant qualification and/or extensive experience in the interpretation and application of the *Freedom of Information Act 1982*, the *Privacy & Data Protection Act 2014 (Vic)* and the *Privacy Act 1988* are highly desirable.

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: N/A Name: Roman Kennedy Title: Associate Director, Privacy Date: 21/07/2025	<b>Approved:</b>	Signature: Name: Anthony Falzon Title: Deputy Academic Registrar Date: 22/07/2025
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