
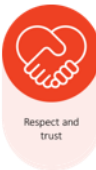
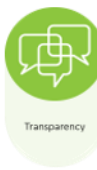






Position Description

Position title	Senior Privacy Advisor		
Division	Architecture, Design and Strategy Division		
Location	Brisbane/Sydney/Canberra		
Classification	EL1		
UPI Number	ELL10009		
Date of approval	16/02/2021	Job Evaluation Reference	JER_181_02/21
Agency website	https://www.digitalhealth.gov.au/		
Agency overview	<p>The Australian Digital Health Agency (the Agency) is committed to the delivery of world-leading digital health capabilities. The Agency leads, coordinates and innovates, in partnership with the health sector, across jurisdictions and with health consumers, to design and deliver seamless, safe and secure digital health services for the better health for all Australians.</p> <p>The Agency is responsible for the strategic management and governance of the National Digital Health Strategy and the design, delivery and operations of the national digital healthcare system, including the My Health Record system.</p>		
Division overview	<p>The Architecture, Design and Strategy Division has oversight of digital strategy and planning, architecture and user experience, policy and privacy, benefits and research, data management and information governance, and terminology and tooling.</p> <p>The Architecture, Design and Strategy Division purpose is to support the delivery of the Australian Digital Health Strategy and the Agency's workplan by continually delivering insights and research which shapes the future strategy and expands digital health enablement through continually delivering solutions for quality customer experiences.</p> <p>This supports a broader ADHA purpose of "better health for all Australians enabled by seamless, safe, secure digital health services and technologies that provide a range of innovative, easy to use tools for both patients and providers."</p>		
Primary purpose of position	<p>This position is responsible for ensuring that the Agency is compliant with Digital Health legislative and privacy regulatory frameworks in order to support the sound delivery of the Agency's outcomes. This role will also support the continuous development and improvement of the Agency's regulatory frameworks.</p>		
Our Values	    		
Key accountabilities	<p>The Senior Privacy & Digital Health Advisor will be responsible for the following, but not limited to:</p> <ul style="list-style-type: none"> • Providing strategic and tactical advice to the Agency's business units and Executive (including in support of governance bodies and legal services) so the Agency's activities and products are informed by and meet Commonwealth legislative frameworks and requirements • Identifying and managing strategic privacy risks arising from the Agencies responsibilities as the My Health Records System operator and as a Commonwealth entity under the PGPA Act. • Building capacity and practice in ensuring the Agency meets its regulatory obligations and community expectations in its handling of personal information. • Delivery of privacy training to staff, including the review of existing training material and working 		

	<p>with other business areas to identify further training opportunities.</p> <ul style="list-style-type: none"> • Ensuring that appropriate safeguards for personal information are built into the Agency's products to foster a privacy positive culture in Digital Health • Conducting and arranging for privacy impact assessments in line with the Australian Government Agencies Privacy Code. • Providing accurate and timely privacy and broader Digital Health regulatory advice and develop sound strategies and solutions • Providing information and advice for Agency staff and stakeholders in relation to privacy and broader Digital Health legislative issues and obligations relating to product development and implementation • Maintaining a robust framework, processes and systems for the privacy aspects of the Agency's digital systems (including the My Health Record System), ensuring compliance with Commonwealth privacy and security legislation and requirements • Maintaining a positive culture of 'continuous improvement', whereby lessons learnt around privacy incidents are identified, communicated and implemented • Supporting the Agency's efforts towards staff training to ensure an integrated privacy and information management regime and sound level of understanding of privacy across the Agency • Assisting in complaints resolution, including maintaining a procedure and escalation points for complaints management internally and externally, consistent with Commonwealth requirements • Adhering to the Agency Values and Code of Conduct. • Follow all Agency policies, procedures and instructions and take reasonable care for your own health, safety and wellbeing in the workplace. • And other duties as directed. 	
Key challenges/Opportunities	<ul style="list-style-type: none"> • Uplifting the Agency Privacy Maturity to meet the requirements of the Australian Government Agencies Privacy Code. • Minimising ongoing and emerging risks to the Agency arising from privacy concerns. • Ensuring new products and services both align with privacy regulatory requirements and meet community expectations for best practice privacy performance. • Maintain awareness of industry developments in the development of privacy requirements for government and also management of internal / external stakeholder relationships. 	
Key relationships	Who	Why
	Internal	
	Manager	Director, Privacy and Policy
	Work team	Privacy and Policy Section
	Internal Stakeholders	Legals Information Office Partnerships Service Design Incident Management Security and Compliance Medications management Pandemic response Governance Services Strategic Policy – Mobile, NIM and NDHS PSAC
	External	
	External Stakeholders	<ul style="list-style-type: none"> • Office of the Australian Information Commissioner • Department of Health • Australian National Audit Office
	Reporting line	Director Policy and Privacy
	Direct reports	nil
	Budget/Expenditure	nil

Essential requirements	<ul style="list-style-type: none"> • Requirement to obtain and maintain Baseline security clearance in which Australian Citizenship is a condition of eligibility. 	
Restriction duty	No	
Capabilities	Leadership	<ul style="list-style-type: none"> • Builds and sustains relationships with a network of key people internally and externally. • Proactively offers assistance for a mutually beneficial relationship. • Anticipates and is responsive to internal and external client needs.
	Knowledge & Skills	<ul style="list-style-type: none"> • Demonstrated both internal and external stakeholder engagement skills. • Demonstrated interpersonal skills in building and sustaining strong professional relationships as part of a team. • Demonstrated excellent analytical skills within a legislative environment.
	Experience	<ul style="list-style-type: none"> • Demonstrated experience working in an Agency or Organisation's privacy functions. Experience with major project work would be well regarded. • Demonstrated ability to interact, engage and foster trustworthy relationships with the senior team members, Executive Team, the Board and its Committees. • Demonstrated ability to explore and evaluate solutions to identified privacy issues.
	Qualifications	Appropriate tertiary qualifications would be well regarded (desirable)
	Integrated Leadership System	https://www.apsc.gov.au/integrated-leadership-system-ils-el1-profile