

## Senior Information Access Officer

### Corporate Information Services

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| <b>Position number</b> | 00046873  |
| <b>Agreement</b>       | <a href="#">Public Sector CSA Agreement 2024</a> or as replaced |
| <b>Classification</b>  | Level 4   |
| <b>Reports to</b>      | Information Access Manager (Level 7)                            |
| <b>Direct reports</b>  | Nil   |

#### Context

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards, and divisions of the Department. These highly valued services are delivered through the areas of finance, information and communication technologies (ICT), and infrastructure. We strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:

**Responsive:** We respond to and reflect the needs of our customers.

**Flexible:** We are flexible and understand that our customers are not all the same.

**Transparent:** We are clear and open about our services, processes and decision making.

**Accountable:** We hold ourselves to high standards and deliver on our commitments.

**Collaborative:** We work in partnership with our customers.

The Business and Customer Services (BCS) Directorate supports the objectives and outcomes of clients by providing value for money corporate services through skilled and motivated people. BCS aims to deliver services within an environment of standardised systems and processes.

The Corporate Information Services (CIS) Branch works to improve information quality, accessibility, reliability and security to support departmental business and is responsible for the provision of records management, system administration, Freedom of Information (FOI) and legal information disclosure and Library services.

Visit [education.wa.edu.au](http://education.wa.edu.au) for more information about the Department of Education.

## Key responsibilities

### Specialist Services

- Provide support and advice on information release, including direct release requests and formal applications made under the *Freedom of Information (FOI) Act 1992*.
- Coordinate response to summons and subpoenas, Orders to Produce, and all other orders for the production of records and documents.
- Locate, research and evaluate requested documents for release of information under the FOI Act.
- Consult with applicants, third parties, Department staff and other government agencies in relation to information disclosure matters, including direct release of information, applications made under the FOI Act, and production of court documents.
- Interpret relevant legislation to determine possible access and release of information, including interpretations for case histories and precedents, and requests from the public, external stakeholders, Departmental staff, and schools.
- Contribute to the development of policies, guidelines and training materials relating to information disclosure.
- Assist with review and maintenance of published information in relation to information disclosure and maintain the Department's information disclosure database.

### Branch Support

- Ensure information management tools and statistical reporting tools are maintained accurately to support government reporting requirements.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and BCS goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.

### Customer and Stakeholder Liaison

- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

## Selection criteria

1. Demonstrated experience, knowledge and understanding of relevant legislation, including the *Freedom of Information Act 1992*, in a large and complex government agency.
2. Demonstrated well-developed interpersonal and communication skills, including the ability to liaise and consult effectively with a wide range of stakeholders on matters related to information disclosure.
3. Well-developed research and analytical skills with the ability to interpret legislation or protocols applicable to the release of information, including considerations for handling sensitive matters requested via subpoenas or Orders to Produce.
4. Well-developed planning and organisational skills, including ability to prioritise tasks and meet strict deadlines and work collaboratively in a team environment.

## Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment

- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            1 August 2025  
Reference    D25/0491819