

<b>Position title</b> Administrative Officer		<b>Position number</b> OIC00041
<b>Classification level</b> Level 3	<b>Award/Agreement</b> PSA 1992 / PS CSA Agreement	<b>Effective date</b> October 2025
<b>Directorate</b> TBA	<b>Branch</b> TBA	<b>Location</b> Perth CBD

### Organisational context

The new Office of the Information Commissioner (OIC) established as an independent oversight and regulatory body on 1 July 2025, builds community trust by empowering Western Australians to know and exercise their privacy and information access rights.

The OIC is the new regulator and source of independent advice to the community and the Western Australian Government about how the public sector handles personal and government information.

The OIC led by the Information Commissioner (Commissioner) is established under the *Information Commissioner Act 2024* (IC Act). The Commissioner will be supported by the Privacy Deputy Commissioner and Information Access Deputy Commissioner, to oversee both privacy and freedom of information (FOI) matters in Western Australia.

### Reporting relationships

Responsible to:	NEW	SC6	Director Conciliation, Legal and Enquiries
<b>This position:</b>	<b>NEW</b>	<b>Level 3</b>	<b>Administrative Officer</b>
Direct reports:	Position number	Class level	Position title

### About this position

The Administrative Officer is responsible for the appropriate administration of all incoming correspondence and calls to the OIC. In addition, this position will provide an advisory service in relation to relevant policies and procedures at the OIC and will be responsible for various administrative tasks that support the privacy and FOI functions of the OIC. As part of the Conciliation, Legal and Enquiries (CLE) team this position will support the conciliation, legal and enquiries work of the OIC.

### Key deliverables – what this position involves

- Preparation of accounts in compliance with the Financial Management Act
- Procurement of goods and supplies in compliance with relevant agency and government policies
- Undertakes the timely purchase of stationery supplies and equipment as authorised and in accordance with the OIC's purchasing guidelines.
- Coordinates the maintenance of office facilities including liaising with service providers to ensure prompt issue resolution. Reports building, telecommunication and equipment faults/repairs.
- Contributes to the development and implementation of operational policies and procedures within the team. Ensures compliance with organisational procedures and policies.
- Provides a range of administrative and clerical support to the CLE team and the wider office including:
  - Maintenance of agency records in relation to privacy and FOI files.
  - Managing training registration and recognition in relation to training offered by the OIC.

- Assists in the preparation and provision of reports, memo, briefing notes and other correspondence.
- Preparation of general correspondence and reports.
- Arrange and facilitate appointments and meetings (including conciliation conferences) and assist with arrangements for official functions, events, training and visits.
- Prepare and distribute agenda, minutes and other relevant documentation for meetings.
- Data entry.
- Ensures the maintenance of filing and records systems and responds to enquiries and escalating/redirecting when required.
- The record management system and provides advice and support as required.
- Demonstrate a commitment to adhere to the Offices' Code of Conduct, Public Sector Commission's Ethical Foundations and Equal Employment Opportunity legislation.
- Demonstrates the expected behaviours of the context for this role.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### Leadership expectations – our expectations of you

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

For this role, you will be someone who exhibits behaviours and mindsets within the leadership context of [Personal Leadership](#).

Essential selection criteria – what you need to bring to this role	
<b>1 Role specific requirements</b>	<ul style="list-style-type: none"> <li>• Demonstrated capability in delivering effective and efficient administrative functions.</li> <li>• Capability to learn and apply accounting and compliance processes required within a public sector organisation.</li> <li>• Strong verbal and written communication skills with an emphasis on accuracy.</li> </ul>
<b>2 Lead collectively</b> Seek and build key relationships, work together and focus on the greater good.	<ul style="list-style-type: none"> <li>• Takes responsibility for own work and providing quality service</li> <li>• Takes care to use accurate information, follows correct policies and procedures, and pays attention to detail</li> <li>• Establishes trusted working relationships and draws on the team for support to deliver high quality work</li> </ul>
<b>3 Think through complexity</b> Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.	<ul style="list-style-type: none"> <li>• Uses systematic thinking</li> <li>• Seeks alternative options to a problem before implementing a solution</li> <li>• Uses common sense to research, analyse and make evidence-based recommendations</li> </ul>
<b>4 Dynamically sense the environment</b> Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and	<ul style="list-style-type: none"> <li>• Listens to, understands and recognises the needs of others in the work environment</li> <li>• Engages with a positive and open mind</li> <li>• Seeks to understand issues and problems before reacting</li> </ul>

**Essential selection criteria – what you need to bring to this role**

leverage relationships for desired outcomes.	
<b>5 Deliver on high leverage areas</b> Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.	<ul style="list-style-type: none"> <li>Seeks quicker and smarter ways of doing their work</li> <li>Takes responsibility for managing their work to achieve results</li> <li>Has personal resilience and perseverance</li> </ul>
<b>6 Build capability</b> Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.	<ul style="list-style-type: none"> <li>Actively contributes to the development of the team's capabilities, and provides technical and professional support to peers</li> <li>Recognise their contribution to a positive culture</li> <li>Accepts individual differences and values diversity</li> </ul>
<b>7 Embody the spirit of public service</b> Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.	<ul style="list-style-type: none"> <li>Displays empathy and compassion, integrity and humility</li> <li>Shows respect for the work area and operates ethically</li> <li>Is excellence oriented in delivering results</li> <li>Recognises their direct impact on the reputation of the sector through their actions and work practices</li> </ul>
<b>8 Lead adaptively</b> Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.	<ul style="list-style-type: none"> <li>Modifies their behaviour to improve effectiveness with others</li> <li>Regularly seeks feedback on performance and practices</li> <li>Looks to understand self – strengths, weaknesses and potential blind spots</li> <li>Develops personal and professional goals</li> <li>Is willing to learn and extend their knowledge and skills</li> <li>Responds to change</li> </ul>
<b>Desirable selection criteria</b> <i>Not considered essential to perform the role but may contribute to the ability to undertake the role.</i>	
<b>9 Qualifications, knowledge and/or experience</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Special requirements, licenses, accreditations, and conditions**

- A National Police Certificate is required prior to appointment to a position.
- The position holder may be required to travel within Western Australia for operational purposes.

**Certification**

Signature: \_\_\_\_\_  
 INFORMATION COMMISSIONER

Approval date: 10 October 2025

## HR Certification

---

Upload date: 10 October 2025