

Position title Executive Officer		Position number 107314
Classification level Level 4	Award/Agreement PSA 1992 / PS CSA Agreement	Effective date October 2025
Directorate Executive Support	Branch enter text.	Location 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	Class Level	Information Commissioner
This position:	NEW	Level 4	Executive Officer
Direct reports:	Position number	Class level	Position title

About this position

The Executive Officer provides professional and dedicated executive support, and administrative and project services primarily to the Information Commissioner and where required to the Privacy Deputy Commissioner and the Information Access Deputy Commissioner (the Commissioners) to support them efficiently perform their legislative functions and powers under the Privacy and Responsible Information Sharing Act 2024 (PRIS Act) and the IC Act 2024.

The role includes oversight and management of the Information Commissioner's calendar, support with daily schedules, preparation of meeting agendas and coordinating responses to correspondence.

The Information Commissioner is also the CEO of the OIC and the Executive Officer will provide a range of administrative and executive support necessary to ensure the performance of this role.

Key deliverables – what this position involves

- Monitors and manages all correspondence and workflow, employing systems to ensure deadlines are met and matters attended to in a timely manner.
- Assists with meetings, prepares agendas and papers for meetings including recording, maintaining and distributing minutes, following up on any action items.
- Implements and monitors directives determined by the Information Commissioner.
- Disseminates information on behalf of the Information Commissioner.
- Maintains positive working relationships with everyone who interacts with the Commissioners.
- Organises and coordinates arrangements for external visitors.

- Liaises with internal and external stakeholders to gather information, disseminate information or share information or events as appropriate.
- Manages day to day operational and administrative issues associated with the effective functioning of the position of Information Commissioner, Privacy Deputy Commissioner and Information Access Deputy Commissioner.
- Provides a range of high-level executive support functions to the Information Commissioner including calendar coordination, arranging and scheduling appointments and meetings and, processing financial accounts (acquittals).
- Organises and coordinates itineraries, travel bookings, including the preparation of funding submissions, and other relevant paperwork, for official travel undertaken by the Commissioners.
- Maintains confidential records and documentation in accordance with OIC policies, procedures and guidelines and manages and maintains the Commissioners' filing systems.
- Communicates key issues and identifies opportunities and risks regarding correspondence and issues submitted for consideration.
- Contributes to the preparation and production of reports and publications as directed by the Information Commissioner.
- Undertakes special projects, proof reading, research, analysis, preparation of draft papers / reports and other duties as directed by the Information Commissioner.
- Provides support and assistance to other senior managers in the team as required.
- Demonstrate a commitment to adhere to the Offices' Code of Conduct, Public Sector Commission's [Ethical Foundations](#) and [Equal Employment Opportunity](#) legislation.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.
- Demonstrates the expected behaviours of the context for this role.

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	
1 Role specific requirements	<ul style="list-style-type: none"> • Demonstrated high-level executive support and administrative skills with proven experience in supporting senior executives in a demanding and dynamic office environment with multiple competing priorities and strict deadlines. • Excellent skills and proven experience in the use of Microsoft Office products (Outlook, Word, Excel, PowerPoint), internet and intranet and diary management.
2 Lead collectively Seek and build key relationships, work together and focus on the greater good.	<ul style="list-style-type: none"> • Takes responsibility for own work and providing quality service. • Takes care to use accurate information, follows correct policies and procedures, and pays attention to detail. • Establishes trusted working relationships and draws on the team for support to deliver high quality work.
3 Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and	<ul style="list-style-type: none"> • Uses systematic thinking. • Seeks alternative options to a problem before implementing a solution.

Essential selection criteria – what you need to bring to this role	
impacts, and take calculated risks.	<ul style="list-style-type: none"> • Uses common sense to research, analyse and make evidence-based recommendations.
4 Dynamically sense the environment Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.	<ul style="list-style-type: none"> • Listens to, understands, and recognises the needs of others in the work environment. • Engages with a positive and open mind. • Seeks to understand issues and problems before reacting.
5 Deliver on high leverage areas Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.	<ul style="list-style-type: none"> • Seeks quicker and smarter ways of doing their work. • Takes responsibility for managing their work to achieve results. • Has personal resilience and perseverance.
6 Build capability Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.	<ul style="list-style-type: none"> • Actively contributes to the development of the team's capabilities and provides technical and professional support to peers. • Recognises their contribution to a positive culture. • Accepts individual differences and values diversity.
7 Embody the spirit of public service 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"> • Displays empathy and compassion, integrity and humility. • Shows respect for the work area and operates ethically. • Is excellence oriented in delivering results. • Recognises their direct impact on the reputation of the sector through their actions and work practices.
8 Lead adaptively 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"> • Modifies their behaviour to improve effectiveness with others. • Regularly seeks feedback on performance and practices. • Looks to understand self – strength, weaknesses and potential blind spots. • Develops personal and professional goals. • Is willing to learn and extend their knowledge and skills. • Responds to change.
Desirable selection criteria <i>Not considered essential to perform the role but may contribute to the ability to undertake the role.</i>	
9 Qualifications, knowledge and/or experience	N/A

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