

Position title Policy Officer		Position number OIC00042
Classification level Level 5	Award/Agreement PSA 1992 / PS CSA Agreement	Effective date October 2025
Directorate Directorate	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* (the 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 (FIOI) matters in Western Australia.

Reporting relationships

Responsible to:	NEW	Level 6	Senior Policy Officer
This position:	NEW	Level 5	Policy Officer
Direct reports:	Nil		

About this position

The Policy Officer provides assistance and support in the research, development and implementation of a range of initiatives, in particular the development of guidance material to support the interpretation of the Privacy and Responsible Information Sharing Act 2024 (WA) (PRIS Act).

Key deliverables – what this position involves

- Under guidance, develops guidance materials and policies to inform external stakeholders.
- Supports the coordination and monitoring of initiatives and projects, ensuring they remain on scope and within required timeframes.
- Supports the delivery of timely and accurate advice and briefings that reflect effective liaison, engagement, and consultation with key stakeholders.
- Supports the review of the strategic policy and the operational requirements of the OIC, including identifying potential policy and procedural impacts for the OIC.
- Supports the response to consultations and provides submissions where required which impact the operation of the PRIS Act.
- 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, workload priorities and performance management plans.
- Demonstrates the expected behaviours of the role as outlined below.

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 experience in policy development, implementation and evaluation. • Experience in preparing briefs, guidance and reports to advise on and create policy positions. • Ability to understand the PRIS Act and the IC Act.
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 legislation, 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 impacts, and take calculated risks.	<ul style="list-style-type: none"> • Uses systematic thinking • Seeks alternative options to a problem before implementing a solution. • 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	<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.

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

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"> 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 – strengths, 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