

Position title Principal Projects Officer		Position number 017299
Classification level Level 7	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 (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: 017298 Level 9 Director Corporate (Shared Services)

This position: 017299 Level 7 **Principal Projects Officer**

Direct reports:

About this position

The Principal Projects Officer will lead and manage long term and complex projects and initiatives to support the functions, roles and responsibilities of the OIC as provided for by the IC Act, the Privacy and Responsible Information Sharing Act 2024 (PRIS Act) and Freedom of Information Act 1992 (FOI Act).

The position will develop and maintain effective relationships with internal and external stakeholders to support the progression and completion of all projects and initiatives.

The position's scope of responsibilities will include financial resources and processes; human resources; information / records management; information technology, and the corporate governance responsibilities of the OIC.

Key deliverables – what this position involves

Project and Program Management

Under the direction of the Director Corporate (Shared Services):

- Lead, manage and undertake complex projects and initiatives as directed.
- Initiate, lead, manage and undertake critical and thorough research and analysis.
- Lead and manage project teams and key personnel to deliver project outcomes.
- Develop and maintain positive working relationships with internal and external stakeholders and project partners.
- Identify and coordinate change-management requirements and their effective delivery.
- Identify and contribute to the development of policies and processes to develop capability and readiness in the OIC.
- Identify and contribute to the development of external communications that clarify and support an understanding of the role of the OIC as the oversight body of FOI and privacy matters in Western Australia.

Team Focus

- As a senior member of the OIC, make an active and positive contribution to planning, office outcomes and a team environment that fosters customer focus, cooperation, innovation and initiative.
- Share knowledge and expertise as part of advising and supporting other team members.
- Develop and maintain collaborative working relationships with internal and external stakeholders.

Other

- Other duties and projects as required by the Commissioner and/or Director.
- Demonstrate a commitment to adhere to the Office's 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 [Leading Others](#).

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

1 Role specific requirements

- Advanced project management skills and experience involving the ability to: manage a variety of projects of a sensitive, difficult and/or complex nature; prepare project plans; and manage resources including project and procurement documents and processes, to achieve outcomes.
- Initiates and undertakes complex research, environmental scanning and analysis activities necessary to examine the impacts of reform changes to the OIC's policies, strategies, guidelines, programs and identifies problems and proposes solutions.

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

	<ul style="list-style-type: none"> • Well-developed analytical skills to conduct high level and critical research and analysis on a range of identified issues, developing practical and innovative solutions. • Excellent written, oral and interpersonal communication skills, including the ability to work with a wide range of people at different organisations and in different roles and prepare extensive written evidence-based reports, research papers and briefing notes. • Extensive knowledge and experience in the implementation of change/reform. • Ability to work with limited direction and engage professionally with internal and external stakeholders. •
2 Lead collectively Seek and build key relationships, work together and focus on the greater good.	<ul style="list-style-type: none"> • Knows how their work and the work of others align to broader agency goals. • Manages their work priorities and those of others and outcomes. • Addresses team issues. • Monitors progression to ensure deliverables are met. • Builds and supports effective work relationships.
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"> • Applies critical thinking techniques to develop a range of options. • Uses their knowledge and skills and those of others to refine options. • Is solutions focused. • Understands the need for compliance to minimise risk.
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"> • Remains aware of evolving team needs. • Seeks input of others before acting. • Adapts style depending on situation.
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"> • Understands and can communicate the essential priorities. • Is able to identify and understand work area priorities and adjust as required. • Is able to monitor, adapt and ensure work priorities are incorporated into work activities. • Explores and seeks opportunities for innovation. • Scans the environment for possible obstacles and intervenes early to navigate setbacks.
6 Build capability	<ul style="list-style-type: none"> • Accepts they contribute to the development of others in a team or work group.

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

Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.	<ul style="list-style-type: none"> Leads by example and supports others with growth and development. Embraces and encourages diversity within the workplace. Responsible for fostering a positive sector culture.
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"> Shows workplace actions embody the spirit of public services. Demonstrates empathy, compassion, integrity, and humility. Supports others to excel. Assumes responsibility for supporting others to embrace the spirit of public
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"> Continuously seeks opportunities to develop own knowledge, skills and expertise. Recognises their impact on others and acts to model appropriate and suitable behaviours. Seeks feedback from others to enhance personal effectiveness. Embraces, leads and supports others through change. Sources and seeks feedback from others to enhance leadership.
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	<ul style="list-style-type: none"> Advanced project management skills and experience, with the ability to coordinate and manage projects of a sensitive, challenging and/or complex nature; Knowledge and experience in the implementation of change/reform; Understanding or experience in an integrity or oversight area of the public sector.

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