

<b>Position title</b> Senior Review Officer		<b>Position number</b> 017307
<b>Classification level</b> Level 6	<b>Award/Agreement</b> PSA 1992 / PS CSA Agreement	<b>Effective date</b> October 2025
<b>Directorate</b> External Review	<b>Branch</b> enter text.	<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      Level 8      Manager External Review

**This position:**    **NEW**      **Level 6**      **Senior Review**

Direct reports:    NIL      NIL      NIL

#### About this position

The Senior Review Officer assists and advises the Information Commissioner and the Information Access Deputy Commissioner in the investigation of external review applications made pursuant to the FOI Act, and any other related duties as directed.

## Key deliverables – what this position involves

### External Review

- Assist and advise the Information Commissioner and the Information Access Deputy Commissioner in considering and investigating external review applications made pursuant to the FOI Act.
- Act as a conciliator/mediator when this course of action is a viable alternative to a full external review.
- Research and analyse the documents in dispute, prepare reports and recommend a course of action by the Information Commissioner or the Information Access Deputy Commissioner.
- Liaise with complainants, agencies and other parties (or their representatives to an external review), as required during the external review process, including arranging and conducting necessary meetings.
- Prepare relevant correspondence on behalf of the Information Commissioner and the Information Access Deputy Commissioner.
- Prepare case notes and summaries on assigned projects.
- Brief the Information Commissioner and the Information Access Deputy Commissioner on assigned projects.
- Advise the Information Commissioner and the Information Access Deputy Commissioner on the need for any changes to practices, procedures, or policies relevant to the work of the External Review team under the FOI Act.

### Other

- Assist in the preparation of reports and statistical data relevant to external review applications under the FOI Act.
- Assist in mentoring newly appointed Review and Investigation Officers as required.
- Assist in the preparation of training material developed by the OIC as required.
- Assist in developing and delivering workshops and seminars provided by the OIC 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 [Leading Others](#).

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

#### 1 Role specific requirements

- Substantial experience and high-level ability in analysing and interpreting legislation, policies and procedures and conducting investigations within a legislative framework.
- Proven initiative and decisiveness.
- Proven planning and organisational skills that show the ability to achieve results in a timely manner without direct supervision.

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

	<ul style="list-style-type: none"> <li>• Well-developed interpersonal skills including the ability to discuss, negotiate and conciliate/mediate issues with people at all levels, both in the community and public sector.</li> <li>• Proven high-level written and oral skills.</li> <li>• Sound understanding of Government functions and administration in the public sector.</li> <li>• Demonstrated public sector professionalism and probity and the ability to deal appropriately with contentious matters and confidential information.</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>• Knows how their work and the work of others align to broader agency goals.</li> <li>• Manages their work priorities and those of others and outcomes.</li> <li>• Addresses team issues.</li> <li>• Monitors progression to ensure deliverables are met.</li> <li>• Builds and supports effective work relationships.</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>• Applies critical thinking techniques to develop a range of options.</li> <li>• Uses their knowledge and skills and those of others to refine options.</li> <li>• Is solutions focused.</li> <li>• Understands the need for compliance to minimise risk.</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 leverage relationships for desired outcomes.	<ul style="list-style-type: none"> <li>• Remains aware of evolving team needs.</li> <li>• Seeks input of others before acting.</li> <li>• Adapts style depending on situation.</li> </ul>
<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>• Understands and can communicate the essential priorities.</li> <li>• Is able to identify and understand work area priorities and adjust as required.</li> <li>• Is able to monitor, adapt and ensure work priorities are incorporated into work activities.</li> <li>• Explores and seeks opportunities for innovation.</li> <li>• Scans the environment for possible obstacles and intervenes early to navigate setbacks.</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>• Accepts they contribute to the development of others in a team or work group.</li> <li>• Leads by example and supports others with growth and development.</li> <li>• Embraces and encourages diversity within the workplace.</li> <li>• Responsible for fostering a positive sector culture.</li> </ul>

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

<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>• Shows workplace actions embody the spirit of public services.</li> <li>• Demonstrates empathy, compassion, integrity, and humility.</li> <li>• Supports others to excel.</li> <li>• Assumes responsibility for supporting others to embrace the spirit of public service.</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>• Continuously seeks opportunities to develop own knowledge, skills and expertise.</li> <li>• Recognises their impact on others and acts to model appropriate and suitable behaviours.</li> <li>• Seeks feedback from others to enhance personal effectiveness.</li> <li>• Embraces, leads and supports others through change.</li> <li>• Sources and seeks feedback from others to enhance leadership.</li> </ul>

**Desirable selection criteria**

*Not considered essential to perform the role but may contribute to the ability to undertake the role.*

<b>9 Qualifications, knowledge and/or experience</b>	<ul style="list-style-type: none"> <li>• Law degree or similar qualification or experience in the administration of legislative review of decisions and/or complaints under legislation.</li> <li>• Awareness of FOI legislation and issues.</li> <li>• Experience in an integrity/oversight agency.</li> </ul>
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**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