

Position title Senior Legal, Governance and Risk Officer		Position number OIC00040
Classification level SC3	Award/Agreement PSA 1992 / PS CSA Agreement	Effective date October 2025
Directorate Conciliation, Legal, Enquiries	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 (FOI) matters in Western Australia.

Reporting relationships

Responsible to: Position number SC6 Director, Conciliation, Legal and Enquiries

This position: TBA SC3 Senior Legal, Governance and Risk Officer

Direct reports:

- Level 5 Lead Enquiry and Engagement Officer
- Level 4 Enquiry and Engagement Officer

About this position

The Senior Legal, Governance and Risk Officer provides general legal services. The position reviews and advises on the OIC's operations and policies from a risk, legal and governance perspective and contributes to the overall governance of the OIC and its compliance with all applicable legislation. The position will supervise the OIC officers responsible for dealing with enquiries from agencies and members of the public about rights and responsibilities under the *Freedom of Information Act 1992* (the **FOI Act**) and the *Privacy and Responsible Information Sharing Act 2024* (the **PRIS Act**).

Key deliverables – what this position involves

- Review the OIC's operations and policies from a governance, risk and legal perspective, providing expert advice on proposed amendments to existing documents and on the development of new policies.
- Prepare reports and briefings for the Information Commissioner and senior leadership team as required.
- Contribute to overall governance of the OIC and its compliance with laws (including providing legal advice or legal policy assistance).
- Provide advice on matters relating to the OIC risk management framework to ensure appropriate and effective risk management.
- Provide general legal services and legal advice to the OIC as requested.

- Manage the OIC staff providing telephone and written advice in accordance with the FOI and privacy functions of the Information Commissioner.
- 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.
- Demonstrate 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	<u>Qualifications:</u> <ul style="list-style-type: none"> • Degree in Law and admitted and entitled to practice in the Supreme Court of Western Australia or Legal Practitioner from outside the State whose qualifications for admission in Western Australia have been approved by the Legal Practice Board. <u>Experience and Skills:</u> <ul style="list-style-type: none"> • High level oral and written communication and presentation skills. • Ability to work independently under pressure and to strict timeframes and deadlines. • Ability to work collaboratively as part of a team and with staff at all levels.
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;	<ul style="list-style-type: none"> • Remains aware of evolving team needs. • Seeks input of others before acting. • Adapts style depending on situation.

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

understand and recognise the needs of others and leverage relationships for desired outcomes.	
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 Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.	<ul style="list-style-type: none"> • Accepts they contribute to the development of others in a team or work group. • 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"> • Experience in interpreting and applying FOI and privacy legislation.

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