



Applicant Information Pack

This document provides information to assist you with the application process. It should be read in conjunction with the job advertisement and Job Description Form (JDF) for the role for which you are applying.

Who We Are

The new Office of the Information Commissioner Western Australia (**OIC**) was established on 1 July 2025 following the successful passage of the *Information Commissioner Act 2024* (WA) (**IC Act**) and the *Privacy and Responsible Information Sharing Act 2024* (WA) (**PRIS Act**) through the Western Australian Parliament in November 2024.

The OIC is the new regulatory body with independent oversight which seeks to build community trust by empowering Western Australians to exercise their information access and privacy rights. The OIC is the primary regulator and source of independent advice to the community and the WA Government about how the public sector can handle personal and government information. (Ensure consistency with draft advert)

The OIC is led by the Information Commissioner (**Commissioner**), an independent statutory officer established under the IC Act, who reports directly to the WA Parliament. The Commissioner is supported by the Privacy Deputy Commissioner and Information Access Deputy Commissioner to exercise privacy and freedom of information (**FOI**) functions under the PRIS Act and the *Freedom of Information Act 1992* (WA), (**FOI Act**).

Privacy functions include conciliating, investigating and determining privacy complaints about alleged interferences with the privacy of individuals, undertaking investigations and monitoring activities, and administering the mandatory notifiable information breach scheme.

FOI functions include conciliating and investigating applications for external review of WA Government decisions about applications to access government documents or amend personal information and making binding determinations where applications for external review are not resolved by conciliation.

Benefits of Working for the OIC

Employee benefits and opportunities

The OIC offers our employees a range of benefits and development opportunities.

- Flexible work options
- 20 days annual leave per year
- 13 weeks paid long service leave every 7 years
- Maternity, adoption, or other parental leave
- Purchased leave
- Up to 15 days' personal leave per year
- 3 repealed public service holidays
- Cultural and ceremonial leave
- Bereavement leave

Salary payments and options

- Superannuation
- Annual leave loading
- Graduated salary increments
- Other allowances subject to award and agreements

Learning and development opportunities

- Attending training, workshops, seminars or other opportunities, either online or in person.
 - Continuing Professional Development for legal and other applicable professionals
 - Study leave
 - Higher duties and at level acting opportunities where possible
 - On the job training
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Workforce Diversity and Inclusion

To achieve our objectives as the primary regulator and source of independent advice on privacy and freedom of information to the WA community, we need to understand and reflect the diversity of that community.

We encourage applicants with diverse backgrounds, experiences and knowledge who are interested in contributing to our work to apply to join our team.

A diverse team means people with diverse needs. The OIC is committed to supporting different needs to help every team member maximise their potential.

The OIC is an equal opportunity employer and encourages applications from all age groups, people with disability, Aboriginal and Torres Strait Islander peoples and people from culturally diverse backgrounds.

Health and Wellbeing Initiatives

The OIC prioritises the health and wellbeing of our employees, providing resources and support to promote a positive work-life balance and a healthy, safe and productive work environment.

- Access to our Employee Assistance Program – free and confidential professional counselling through ORS Group who have qualified psychologists who can assist individuals, couples, and families
- Access to free annual influenza vaccinations
- Access to family and domestic violence leave and support
- Eyesight testing and screening
- Flexible working arrangements

Application Process

Eligibility to apply

To be eligible for permanent appointment to the public sector, you are required to be an Australian citizen or have permanent residency status in Australia.

To be eligible for a fixed term appointment within the public sector you must have documentary evidence of your entitlement to live and work in Australia for the period of the contract.

All employees are required to undergo employment screening, which includes a National Criminal History Check and any other checks/clearances that are specified in the position requirements. Refer to the job advertisement and JDF for the specific requirements of the role.

The recruitment and selection process

There are two types of position advertisement:

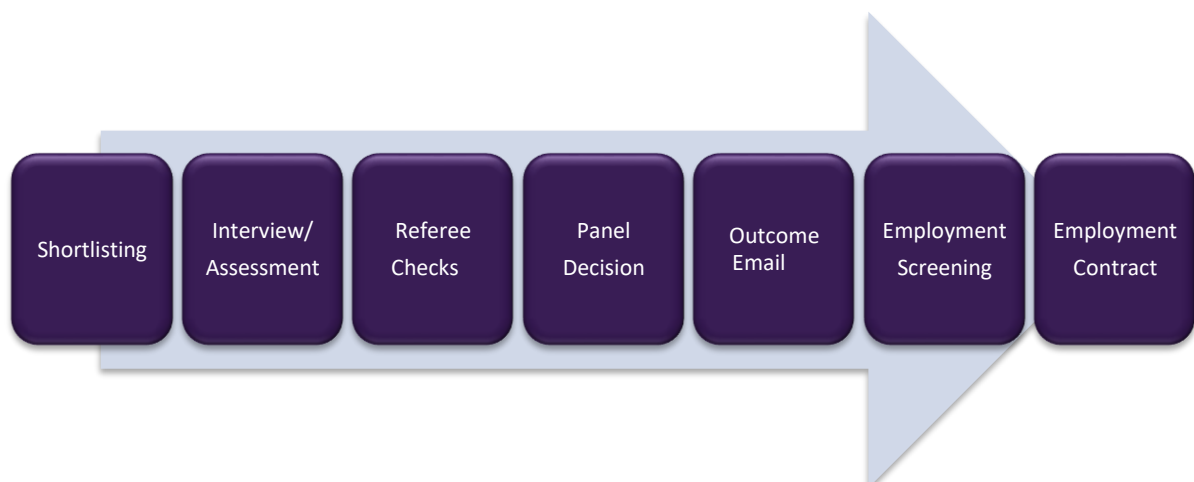
Single vacancy -

- used to fill a single vacancy
- applicants deemed suitable for appointment but not recommended for the advertised position may be offered employment should a similar position become available within 24 months.

Recruitment pool -

- used to build a talent pool for positions that become available
- if you are deemed suitable you will be placed in the pool
- pools are generally open for 24 months, however specific timeframes will be outlined in the job advert
- being selected to a pool does not guarantee employment.

The recruitment process for single vacancies and recruitment pools:



Written application

The **'how to apply'** section in the job advert will outline what is required to apply for the position. It is important that you read this carefully.

Resume / Curriculum Vitae - Top Tips

Most of our roles require you to submit a Resume/Curriculum Vitae. When developing your CV:

- Make sure it is up to date, including current contact information.
- Tailor it for the role for which you are applying. Check that your CV reflects the specific requirements for the role and highlights your relevant experience, skills and qualifications – refer to **Sample CV**.
- Keep it clear and concise. Include information about your employment history, dates of employment, education and any relevant certifications or achievements.
- Showcase your achievements by providing examples of accomplishments in previous roles. This could include successful projects, completed training, or awards and accolades.
- Make it readable. Ensure your CV is easy to read with a clear layout, headings and bullet points, and use a professional font.
- Proofread thoroughly for any mistakes or typos.
- Include details of two recent referees. It is recommended that you check with your referees before nominating them.

Submitting your application – Top Tips

- Ensure that attachments are a maximum of 2MB and are in one of the following formats: Microsoft Word, Microsoft Excel, Adobe PDF, JPEG or GIF. Do not attach ZIP files.
- Late applications will not be accepted so do not leave applying to the last minute! Allow **at least 30 minutes** to finalise your documents and lodge your application.

Shortlisting

After the application close date, the Selection Panel individually assesses each application based on all the documentation the applicant has submitted. The Selection Panel will agree on a shortlist of the most competitive applicants, who will be contacted for further assessment, usually an interview.

Interview / assessment

If you progress to interview you will be asked if you require any possible adjustments for the interview. This may include, but is not limited to, support accessing the building, additional time for responding to questions, supportive software and alternative assessment methods. Please let us know what adjustments you need so we can support you in to do your best during your interview.

We may use a variety of methods to determine your suitability for the role. These may include an interview and an on-line assessment, in-tray activity or presentation. When we contact you to arrange your interview, we will let you know how the interview / assessment will be structured and what we will ask of you on the day. If you need any possible adjustments to support you in the assessment, please let us know.

Interview – Top Tips

- Do some research and review the job advert and JDF to ensure you are clear on what we are looking for and how you could contribute to the team. You can also prepare questions to ask the interviewer about the team/OIC.
- Prepare and practice answers using specific examples to demonstrate your skills and qualifications.
- Stay relaxed and confident, this will help keep you focused during the interview. Take deep breaths if you begin to feel nervous and **remind yourself that you were offered an interview because you are a competitive candidate**, and the panel is interested in learning more about you, your experience, and skills, and how you believe you can contribute to the team.
- Dress appropriately – business attire is recommended unless otherwise advised.

Final decision

The Selection Panel will consider all the information gathered throughout the recruitment process and use this when making their final decision on the most appropriate applicant for the role. All applicants will receive a notification of the outcome, and we encourage seeking feedback as this may be valuable for future job opportunities.

Commissioner's Instruction – Employment Standard

The recruitment process should comply with the [Public Sector Commissioner's Instruction No. 1: Employment Standard](#). The desired outcome of the recruitment process is that the most suitable and available person(s) are selected and appointed.

At the conclusion of the selection process you will be notified of the outcome and are encouraged to seek feedback. If you are unsuccessful and are of the opinion that selection process is in breach of the compliance requirements, you may lodge a formal application for a review of the recruitment process.

Information about this process will be sent to you when you are notified of the outcome of the selection process.

Further Information

If you have any further questions regarding the position for which you wish to apply, please contact the person nominated in the job advertisement.

Sample CV and response to selection criteria

This section provides you with a sample Curriculum Vitae (CV) and sample response to the Selection Criteria as part of the written application.

Sample CV

Personal details

Name:

Address:

Contact Number:

Email:

Summary

[A concise summary about yourself] For example,

I am an experienced Human Resource practitioner having recently worked as an Employment Consultant at a reputable recruitment agency. I hold a Bachelor of Commerce majoring in Human Resources. I have considerable experience in sourcing talent, ...

Employment history

Position Title:

Employer:

Period of Employment:

Responsibilities:

-
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Achievements:

-
-

Position Title:

Employer:

Period of Employment:

Responsibilities:

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-

Achievements:

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Education

Qualification:

Institute:

Graduation Date:

Referees

Name:

Position Title:

Contact Details:

Name:

Position Title:

Contact Details:

**Thank you for your interest in joining the Office of the
Information Commissioner Western Australia. We wish you all
the best with your application.**

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