



Position Description

Position Title:	Manager Enterprise Information Management and Governance	Classification Level:	7
Position Number:	31801	Reports to:	Assistant Director EIM, Business Improvement and Governance L8
Directorate:	Service and Invest	Supervises:	4 FTE
Branch/Section:	Inform and Improve	Location:	Perth Metropolitan Area

Our Values

Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

The Manager Enterprise Information Management and Governance leads the development and execution of the Department's Information Management Strategy to ensure that information is created, stored and managed across the organisation, and is defined consistently and accurately across systems, in a way that supports its accessibility and security throughout content lifecycles.

The role provides specialist and compelling advice on information governance and will implement measures to strengthen controls and promote compliance. The role is also responsible for developing departmental information security and classification policy (in line with broader government policies) and ensuring its effective implementation as part of overall information management efforts.

Responsibilities

- Manage the ongoing development and execution of the Department's Information Management Strategy, seizing opportunities for ongoing improvement and increased customer buy-in and alignment to other departmental initiatives and projects.
- Provide leadership and operational advice in the area of information management and governance, demonstrating alignment with the department's strategic direction.
- Champion effective Information Management principles and promote excellence in information provision and knowledge management.
- Demonstrate knowledge of legislation and standards that apply to information and records management and demonstrated ability to translate this knowledge into business environment.



- Lead and oversee a systemic approach to information security, risk management, internal controls and governance processes through the design, development, implementation, monitoring and evaluation of frameworks and tools.
- Facilitate and act as an expert resource in all aspects of information and data governance activities, metrics management and data quality assurance.
- Establish protocols around the release of departmental information to external stakeholders, ensuring that information has been validated and confirmed, and represents a 'one department' position.
- Develop, implement and evaluate a compliance reporting framework.
- Lead the development, implementation, delivery and support of information classification and security strategies which align to the objectives of wider government policies.
- Ensure security controls and governance activities in data and information systems comply with legislation, regulations and standards.
- Assist with the provision of specialist advice on information security issues and implications of new and updated information systems.
- Proactively manage the perceptions of information governance and management reform through effective stakeholder engagement and communication.
- Ensure organisational performance is managed with effective data and information governance principles fostering consumer confidence in the information provided for organisational decision-making processes.
- Develop and oversee processes and systems that ensure information management compliance with applicable strategies, and statutory requirements.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Leading Others.
- Perform other duties as directed.

Essential Requirements

- Demonstrated experience at management level in information management strategies and systems to understand the Department's objectives and anticipate and manage emerging issues.
- Demonstrated understanding of information and records management solutions and practices.
- High-level interpersonal, written and verbal communication skills including the ability to understand your audience, have a strong grasp of issues and facilitate debate during negotiations.

Desirable Requirements

- Possession of, or progress towards appropriate computing, accounting or business studies qualification.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Leading Others** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.



- **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.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **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 interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: D. Giles, HR Officer, October 2025

Classification Evaluation Date: February 2021