



Job Description Form

Information Release Officer

Knowledge Management Branch

Position details

Classification Level: 4

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement
(and subsequent agreement/s)

Position Status: Permanent / Temporary

Organisation Unit: Corporate Services, Knowledge, Information & Technology

Physical Location: Perth CBD

Reporting relationships

Responsible to: Various - Team Leader Information Release and Litigation
Management (Generic) – Level 6

This position: Generic - Information Release Officer – Level 4

Direct reports: Nil

Overview of the position

The Knowledge Management Branch is responsible for information governance and strategy, information management, information release to external parties in accordance with legislation, processing Freedom of Information applications and the management of responses to legal actions against the Department, in partnership with the State Solicitor's Office and RiskCover.

The Information Release Officer evaluates requests for departmental documentation, sources documents and prepares responses to applicants as directed. This role liaises with internal and external stakeholders as required.

Job description

As part of the Information Release and Litigation Management team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation.

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Receives and actions applications concerning access to confidential information requested by external parties under the *Freedom of Information Act 1992* (FOI Act) and other legislation.
- Provides responses to applications and liaises with internal and external stakeholders as directed.
- Assesses and analyses documents reported for release under relevant legislation, including the FOI Act.
- Implements and ensures compliance with departmental policy and legislation in relation to the release of confidential information.
- Provides advice to internal customers, external agencies, stakeholders and the public in relation to information release.
- Ensures and maintains security and confidentiality of identified documents and is directly responsible for their secure storage.
- Other duties as required.

Job related requirements

In the context of this position, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the reasons for decisions and how they are related to their work, understand the work environment and identify issues that may impact own achievement and contributes to team planning, draw on information from a range of sources and to use common sense to analyse what information is important, anticipate issues that could impact on tasks and identify risks and uncertainties in procedures and tasks are all important for this role.

Achieve Results

The ability to; monitor progress against performance expectations to ensure deadlines are met, communicate outcomes to supervisor, apply and develop capabilities to meet

performance expectations, demonstrate knowledge of new programs, products or services relevant to the position, work to agreed priorities, outcomes and resources and be responsive to changes in requirements are fundamental to this role.

Builds Productive Relationships

The capacity to; build and maintain relationships with team members, other teams, colleagues and clients, share information with team members, seek input from others, contribute to team discussions and ensure that others are kept informed, maintain an awareness of personalities, motivations and diverse qualities, treat people with respect and courtesy and an ability to act on constructive feedback.

Exemplifies Personal Integrity and Self-Awareness

An ability to; listen when own ideas are challenged, provide accurate advice to colleagues and clients and to check and confirm the accuracy of information prior to release, take responsibility for mistakes and learn from them, acknowledge when in the wrong, seek advice and assistance from colleagues and supervisor when uncertain. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; structure messages clearly and succinctly orally and in writing, focus on gaining a clear understanding of others comments by listening and questioning for clarity, check that own views have been understood, listen to differing ideas to develop an understanding of the issues are essential in this role.

Role Specific Criteria

- Knowledge of the *Freedom of Information Act 1992* and other legislation as it relates to information management and release, confidentiality and privacy.

Special requirements/equipment

Nil

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Executive Director Knowledge, Information and Technology

Signature: _____ Date: November 2025

HR certification date: November 2025