



Manager Information Management

Position No:	00027307
Classification	Level 7
Division:	Business and Corporate Services
Directorate:	Information Management
Reports to:	Chief Information Officer, 00025951, Level 8
Direct reports:	2
Leadership Context:	Leading Others

Position Overview

The Manager Information Management is responsible for delivering high quality business information management services, to support the achievement of organisational objectives. This role will strategically focus on information management, inspire a sense of purpose and direction, enhance organisational skills and responsiveness and lead change initiatives. The role will represent Information Management in strategic projects within the Department. As the designated information sharing officer for the Department, the role provides guidance on the information sharing components of the Privacy and Responsible Information Sharing legislation, ensuring compliance and promoting responsible practices. The Manager Information Management will also build and maintain productive working relationships with internal and external stakeholders, lead staff and foster an environment of trust and commitment to delivering excellent customer service.

Responsibilities

Leadership and Strategic Management

- Lead and manage the Digital Information Management team and ensure the timely delivery of quality outputs and performance targets.
- As a member of the senior management team, contribute to the strategic direction of the Department's corporate and external services.
- Manage the Department's Information Management function, including oversight of budget and resources to ensure effective utilisation, deployment and expenditure of allocated financial, human and physical resources are in alignment with corporate objectives.
- Maintain and improve the Department's Recordkeeping services to ensure efficiency, compliance and continuous improvement in information management practices.
- Demonstrate the expected behaviours of the leadership context for this role.

Information Governance and Compliance

- Develop and implement information governance frameworks, strategies and policies.

- Monitor, evaluate and report on compliance with information policies and practices, ensuring alignment with risk management frameworks and business requirements.
- Promote responsible information sharing and oversee compliance of policies and procedures for information sharing in accordance with the Privacy and Responsible Information Sharing Legislation, promoting a culture of accountability in handling personal information.
- Apply expertise to solve complex business information management issues ensuring compliance with relevant legislation and supporting the achievement of business outcomes.
- Oversee the operational management of recordkeeping support contracts to ensure service quality, compliance and value for the Department.

Advisory and Collaboration

- Provide strategic advice to the Department's Chief Information Officer on information management matters.
- Provide high level advice and expertise to staff to ensure availability, accessibility and continuity of information, and ensures quality, protection and integrity of information.
- Contribute expertise and input to the development of strategic and tactical plans that support information management and business information services across the Department.
- Work closely with the Information Communications Technology (ICT) Enterprise Architecture team to ensure consistency in the application of naming conventions, data classification standards and consideration of emerging information management market trends.

Training, Culture and Change Management

- Oversee strategic training initiatives to drive employee engagement and ensure compliance with information management policies and procedures.
- Develop and foster a highly responsive customer service focused culture that ensures business information management support services and training needs are effectively met.
- Lead project teams and partners with business leaders to develop and implement change initiatives to build the organisation's information management capability.
- Oversee the analysis of work instructions, systems use and training needs, identifying issues and trends to inform future decision making.

Workplace Standards and Ethics

- Undertake other duties as required within the scope and capabilities of the position.
- Demonstrate professional and ethical workplace behaviours in alignment with the Department's Code of Conduct and Values. This includes ensuring work practices and behaviours foster an equitable, diverse, and inclusive work environment and support a safe and health workplace in accordance with Work Health and Safety legislation.

Essential Requirements

- Demonstrated experience in information or records management within a medium to large organisation, with a strong focus on digital-first transformation, and the provision of strategic information management guidance, support and leadership.
- Proven ability to accurately interpret and effectively apply legislation, standards, and compliance requirements related to the management of government and public information and delivery of digital services within the Western Australian Government context.
- Extensive knowledge of current and emerging trends in digital information management as well as the management of physical information.

- Demonstrate the behaviours within the leadership context as outlined below.

Desirable Requirements

- This position does not have any desirable requirements.

Special Requirements

- This position does not have any special requirements.

Mandatory Pre Employment Requirements

- All positions within the Department require the occupant to have a Nationally Coordinated Criminal History Check (NCCHC) conducted with a satisfactory outcome.
- A pre-employment Conflict of Interest will be completed and assessed prior to appointment.

Workplace Behaviours and Expectations

The Department's [Code of Conduct](#) sets out the professional behaviours that we expect of our employees and consistent with our departmental values.

The [Public Sector Commission's Leadership Expectations](#) provide a clear understanding of expected leadership behaviours and associated mindsets for all public sector employees. The expected behaviours (see below) should be demonstrated in the context of [Leading Others](#) for this position.

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 interests 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

Further information can be obtained from looking at the [behaviour descriptors](#).

Our Vision and Values

To respect the past, to create opportunities today and to plan for the future.

Our values shape our attitude and actions, guiding us both personally and professionally.

Respect	We respect that our work is personal to our stakeholders and that every piece of land and site has a story.
Collaboration	We engage and collaborate to build prosperous places and connected communities.
Integrity	Our ethics and integrity guide our actions with every piece of land, site and opportunity to enable us to deliver great outcomes for Western Australia.
Innovation	We enable innovation, implementing innovative approaches to the way we work to create value for our stakeholders.
Professionalism	Our professionalism empowers us to use our specialised knowledge and skills to deliver our work to the highest standards.
Accountability	We work in the interest of the public and take responsibility for our actions and decisions.

Acknowledgement of Country

The Department of Planning, Lands and Heritage acknowledges the Aboriginal people as the traditional custodians of Western Australia. We pay our respects to the Ancestors and Elders, both past and present, and the ongoing connection between people, land, waters, and community. We acknowledge those who continue to share knowledge, their traditions and culture to support our journey for reconciliation. In particular, we recognise land and cultural heritage as places that hold great significance for Aboriginal people.

Registration Date	11 November 2025	Registering Officer	Erika Booth <i>Erika Booth</i>
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