



Job Description Form

Privacy and Responsible Information Sharing (PRIS) Officer

Knowledge Management – Information Release and Litigation Management

Position details.

Classification Level: 5

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

Position Status: Permanent

Organisation Unit: Corporate Services, Knowledge Information and Technology

Physical Location: Perth CBD

Reporting relationships

Responsible to: 022997 Manager Privacy and Responsible Information Sharing
(PRIS) – Level 7

**This position: 023140, 023141 Privacy and Responsible Information Sharing
(PRIS) Officer - Level 5**

Direct reports: NIL

Overview of the position

The Knowledge, Information and Technology Directorate delivers services and technology that support strategic and operational objectives across the Department of Justice. The PRIS Officer contributes to the effective implementation and administration of the PRIS legislation, supporting the Department's compliance with the Privacy and Responsible Information Sharing Act.

The Privacy and Responsible Information (PRIS) Officer assists in managing privacy safeguards, coordinating information sharing requests, and providing advice on privacy-related matters. It involves liaising with internal and external stakeholders to ensure information governance aligns with legislative requirements.

Job description

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

- 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 the chain of command 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.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Provides operational advice and guidance to staff on the practical application of PRIS legislation, ensuring day-to-day compliance with privacy safeguards.
- Coordinates and processes information sharing requests, maintaining accurate records, and ensuring they comply with legislative and policy requirements.
- Acts as a liaison for internal and external stakeholders, facilitating understanding of PRIS principles and providing informal training or resources to support compliance.
- Identifies and escalates risks or potential breaches of privacy, contributing to the resolution of issues and the implementation of risk mitigation strategies.
- Assists in the implementation and review of policies, procedures, and standards to ensure compliance with PRIS legislation.
- Supports the coordination and governance of non-research related information sharing requests, ensuring they meet legislative and Departmental standards.
- Conducts assessments of privacy-related risks and provide recommendations for mitigation.
- Liaises with internal and external stakeholders to facilitate the understanding and implementation of PRIS principles.
- Provides guidance and supports to Department staff regarding compliance with privacy safeguards.
- Prepares reports, documentation, and correspondence to support PRIS activities.
- Participates in reviews and audits of PRIS compliance and recommend improvements.
- Ensures adherence to the Department's Code of Conduct and Public Sector principles.

- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Demonstrated understanding of privacy safeguards, information sharing, and governance processes.

- Experience in working collaboratively with stakeholders to implement policy and legislative requirements.

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 KIT

Signature: _____ Date: _____

HR certification date: 3 April 2025