



Privacy and Responsible Information Sharing Consultant - Level 7 (GRS26025)

Group:	<i>Corporate Services and Transformation</i>	Location:	<i>East Perth - Mineral House</i>
Division/Directorate:	<i>Corporate Services</i>	Supervises:	<i>0</i>
Branch:	<i>Information Management Services</i>	Reports to:	<i>General Manager Information Management Services</i>
Section:	<i>NA</i>		

Operational Context

The Information Management Services Branch provides leadership, direction, advice and support to facilitate information access and management across the department. The branch supports all departmental employees to comply with their legal obligations for information and records management by; maintaining and implementing the department's approved Record Keeping Plan, monitoring information and records management practices, and developing and delivering quality systems, training and coaching.

Role Overview

This position manages, leads and coordinates the implementation of the Privacy and Responsible Information Sharing (PRIS) legislation reforms in line with the PRIS Readiness Plan. The position oversees the administering of legislation upon commencement and acts as a central point of contact for all matters arising from the legislation.

Building Leadership Impact as a Leader of Leaders

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about being a credible knowledge leader in their domain of expertise who is skilled in influencing leaders in their own and other business areas.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Supports the General Manager Information Management Services (IMS) in the development of the branch's strategic planning and the management of branch activities.
 - Leads and manages the implementation of the PRIS Readiness Plan in collaboration with operational areas and the establishment of the systems and processes to monitor compliance with the plan.
 - Provides strategic advice, support and assistance to internal stakeholders in understanding their obligations in handling personal information and responsible information sharing following PRIS legislation best practice and develops and delivers privacy training and awareness to staff.
 - Responds to privacy related requests and inquiries from the public including access to, or correction of, personal information and privacy related complaints.
 - Establishes and maintains the Department's register of notifiable information breaches in accordance with relevant legislative requirements.
 - Liaises with the Office of Information Commissioner and the Chief Data Officer as required.
 - Prepares reporting on PRIS for Corporate Executive and Government as required.
 - Assists with the preparation of Privacy Impact Assessments and the development of effective approaches to responsible information sharing..
 - Advises on requests to access or correct personal information, or requests from third parties for access to data about other people.
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Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
 - Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
 - Performs other duties as directed.
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Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Excellent knowledge and understanding of requirements of the Privacy and Responsible Information Sharing legislation and any associated regulations and guidelines as well as good overall awareness of other relevant legislation relating to the privacy of personal information and information sharing.
- Previous experience and skills in project management and policy development.
- Demonstrated highly developed communication and interpersonal skills with experience building and sustaining effective relationships and partnerships.
- Well-developed leadership, stakeholder management and negotiation skills.
- Highly developed organisational skills to plan and manage a number of competing work priorities and meet deadlines.
- High level of analytical and problem-solving skills.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leader of Leaders - Knowledge](#), the following outlines those that are required to undertake this role:

- **Lead Collectively** - You continuously seek to align your work to support an agency wide perspective.
 - **Think Through Complexity** - You think critically and strategically to solve problems and enhance effectiveness.
 - **Dynamically Sense The Environment** - You communicate clearly and concisely, and translate your message for your target audience.
 - **Deliver on High Leverage Areas** - You focus on embedding best practice approaches and systems aligned to your agency.
 - **Build Capability** - You contribute to the development of others in the sector.
 - **Embody The Spirit of Public Service** - You display and embody the spirit of public service in all your decision making, interactions and professional activities.
 - **Lead Adaptively** - You lead adaptively by proactively seeking learning opportunities to extend the knowledge, skills and expertise that support your current and future development needs.
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This position reports to:

General Manager Information Management Services

Position No: 00000311

Classification: L8

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check

Approved Date

30-MAR-2026