



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title

Privacy and Responsible Information Sharing Officer

Level

6

Position Number

37667
(Nominated)

Division/Directorate

Information Management & Operational Systems

Branch/Section

Corporate Information

Effective Date

March 2026

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Manager Information Governance and Business Engagement, Level 7

Subordinates: No Direct Reports

Key role of this position

This role is responsible for leading and managing the PTA's privacy program, ensuring compliance with the *Privacy and Responsible Information Sharing Act 2024* and other relevant laws. The role promotes best practice in information privacy through business engagement, policy development, training, risk assessment and effective management of privacy complaints and incidents.

Core duties and responsibilities

- Collaborate and engage with stakeholders to provide advice, training and support related to governing privacy and responsible information sharing.
- Operate with a high degree of autonomy, while receiving broad direction and instruction from the Manager Information Governance and Business Engagement, in undertaking research and analysis, in particular of state and commonwealth jurisdictions, reporting on issues, and making recommendations to achieve compliant outcomes.
- Monitor trends in information privacy and governance reforms to determine the impact on the PTA and key stakeholders and provide timely and effective advice and recommendations to management and corporate executive as required.
- Oversee and coordinate the development and delivery of training resources and programs on the application of information privacy processes and reporting requirements.
- Provide significant input into the review, development and implementation of information privacy policy and procedures, that align with government strategy, policies and legislative requirements.

Privacy and Responsible Information Sharing (PRIS)

- Oversee and coordinate the implementation of information privacy processes and reporting requirements.
- Implement and monitor compliance with the *Privacy and Responsible Information Sharing Act 2024*.
- Serve as a point of contact with the WA Office of the Information Commissioner.
- Coordinate and report on implementation and compliance of PRIS activities.
- Manage privacy complaints and requests to change or correct personal information.
- Manage information breaches involving personal information in line with PRIS and other relevant legislation, liaising with other relevant stakeholders as required.

- Conduct privacy impact assessments in line with relevant legislation and standards.
- Manage information sharing requests and agreements made under PRIS.
- Provide advice to PTA staff regarding PRIS obligations.

Change Management and Stakeholder Engagement

- Provide advice and guidance to staff and leadership.
- Develop and conduct training and other awareness raising activities.
- Collaborate with other teams to progress the privacy program and related initiatives.

Other duties

- Undertakes other duties as required.

SELECTION CRITERIA

1. Core Competencies

- Possession of a relevant tertiary qualification or substantial industry experience.
- Demonstrated substantial knowledge and understanding of privacy principles, confidentiality, information management and governance and their development in a large organisation.
- Demonstrated experience in the implementation of information governance frameworks.
- Demonstrated substantial knowledge of legislation, standards, compliance requirements, issues and trends for the management of information collected by government.
- Demonstrated experience in interpreting and applying relevant legislation in an operational environment.
- Demonstrated experience in providing privacy advice, development of Privacy Impact Assessments and other privacy-related documents.

2. Management and Leadership

- Proven ability to build and sustain relationships to meet organisational goals.
- Ability to act as a subject matter expert and influence stakeholders.

3. Communication and Interpersonal

- Highly developed written communication skills, including experience in writing reports, briefings, advice and other documents.
- Well-developed verbal communication and interpersonal skills, including the ability to communicate effectively with a range of internal and external stakeholders.
- Demonstrated ability to present complex concepts confidently and clearly to successfully achieve outcomes with internal and external clients.
- Drive a culture of continuous improvement through the open and transparent sharing of information.

4. Conceptual, Analytical and Problem Solving

- Well-developed skills in identifying trends and issues and making recommendations that contribute to ongoing improvement.
- Well-developed conceptual, analytical and problem-solving skills with the ability to provide strategic solutions to complex problems.
- The ability to understand PTA 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.
- Ability to scan external initiatives and industry trends to influence priorities and keep stakeholders informed on critical issues.
- Demonstrated understanding of complaints handling and dispute resolution processes.

5. Organisation

- Highly developed organisational skills and ability to work under pressure and meet deadlines.

6. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.

Certification

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

Managing Director / Executive Director / General Manager

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Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date