



Title	Information Management and Records Manager	Classification	Level 8
Number	946534	Group	Corporate Support
Reports to	General Manager Governance and Stakeholder Relations	Division	Office of the Commission
Supervises	2	Section	Information Management and Records

Commission Overview

The Insurance Commission of Western Australia (Insurance Commission) is a Government Trading Enterprise that provides motor injury insurance to Western Australian motorists and manages the self-insurance arrangements of the Western Australian Government through its Government Insurance division. The Insurance Commission also invests and manages funds to meet insurance liabilities, and advises Government on insurance.

Our Values

We are committed to a high performance culture which values accountability, professional integrity and respect.

Business Unit Overview

The Office of the Commission provides strategic and executive support to the Chief Executive and the Board of Commissioners and coordinates corporate governance and risk, legal services, corporate communications and stakeholder relations, and policy and research consistent with the organisation's purpose and direction.

Position Overview

Provide strategic leadership and governance for the Insurance Commission's Information Management (IM) function. Ensure compliant, secure, and value-driven management of information assets across their lifecycle, supporting organisational priorities and whole-of-government policy. Performs Privacy Officer functions in accordance with the PRIS Act.

Position Responsibilities

- Lead the implementation of and transition to a new electronic document and records management system (EDRMS).
- Develop and implement the Information Management Strategy and roadmap aligned with organisational objectives and government standards.
- Establish and maintain policies, standards, and procedures for recordkeeping, retention and disposal, privacy, information sharing, and public release.



- Ensure compliance with the State Records Act 2000, Freedom of Information Act 1992, and PRIS reporting obligations.
 - Performs functions as the Insurance Commission's Privacy Officer under the provisions of the PRIS Act.
 - Maintain assurance frameworks, internal controls, and audit readiness.
 - Oversee reporting to the State Records Office, Office of the Information Commissioner and other relevant statutory bodies and agencies.
 - Maintain an information risk register addressing confidentiality, integrity, availability, privacy, legal discovery and an information asset register.
 - Collaborate with cybersecurity and Enterprise Data Office teams to ensure data protection and breach response.
 - Align incident response and business continuity plans with organisational strategies.
 - Ensure an approved Recordkeeping Plan, metadata/classification schemes, retention schedules, and EDRMS optimisation.
 - Endorse disposal authorities and complex sentencing projects to assure defensible disposition and storage optimisation.
 - Drive process simplification, automation, and user-centred design, sponsor change initiatives and manage benefits realisation.
 - Provide expert advice to executives and influence senior stakeholders.
 - Engage with external agencies and whole-of-government forums to align practices and share best practice.
 - Manage and develop the Information Management team, fostering inclusion, safety, wellbeing, and high performance.
 - Oversee workforce planning, capability uplift, and succession management.
 - Establish KPIs, dashboards, and SLAs for compliance and service delivery.
 - Prepare executive briefings and contribute to annual reporting.
 - Contributes to a positive work environment that reflects the values of the Insurance Commission.
 - Collaborate across the Information Management function to ensure best practice information management principles and processes are embedded.
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Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with the Insurance Commission's Values and Code of Conduct, and the public sector Code of Ethics.
 - Ensures all correspondence is to a professional standard consistent with the style guide.
 - Performs other duties as directed.
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Work Related Requirements

Capability to:



1. Lead strategic information management initiatives, translating objectives into actionable plans and driving organisational change.
 2. Cultivate excellent professional working relationships with a diverse network of key people internally and externally, aligning with organisational purpose, goals, and performance metrics.
 3. Apply a deep knowledge of records and information management, including recordkeeping plans, retention and disposal, document management, and statutory information release (PRIS/FOI).
 4. Understand digital transformation, data governance, and emerging technologies in information management.
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Pre-employment requirements

- A satisfactory National Police Clearance no more than six months old
 - 100 point identity check
 - Satisfactory evidence of Australian residency status or the right to work in Australia
 - Satisfactory evidence of essential qualifications or Professional Memberships (where applicable)
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Award/Agreement

Government Officers (Insurance Commission of Western Australia) Award 1987

Government Officers (Insurance Commission of Western Australia) General Agreement 2024

Certification

Approved by the delegated authority and registered on:

17 April 2026