



Position title Manager Information Release		Position number 022897
Classification level Level 7	Award/Agreement PSA 1992 / PS CSA Agreement	Effective date March 2026
Division and Directorate Corporate Services Knowledge, Information and Technology	Branch Information Release and Litigation Management	Location Perth CBD

Mission	Principles	Values
<ul style="list-style-type: none"> A fair, just and safe community for all Western Australians 	<ul style="list-style-type: none"> High performing and professional Ethical and accountable Trained, safe and supported 	<ul style="list-style-type: none"> Respecting rights and diversity Fostering service excellence Being fair and reasonable

Reporting relationships

Responsible to:	022896	Level 8	Assistant Director Information Release
This position:	022897	Level 7	Manager Information Release
Direct reports:	013556 020542	Level 6	Team Leader Information Release and Litigation Management

About this position

The Knowledge, Information and Technology Directorate is accountable for the provision of services and technology that support strategic and operational services across the Department of Justice, enable information to be leveraged efficiently and ensure the Department's investment in technology is optimised.

The Manager Information Release is responsible for the development and delivery of services for the release of information to external parties, including access applications under the *Freedom of Information Act 1992*, summons/subpoenas, orders to produce, including from Royal Commissions, and other information requests under legislation.

Key deliverables – what this position involves

- Manage the Information Release team, including fostering a culture of excellence in customer service, high performance, accountability and continuous improvement.
- Develop, implement and review strategies, policies, standards and procedures for the release of corporate records and information to external parties under the *Freedom of Information Act 1992*, and other legislation.
- Manage the Department's information release function, including access decisions under the *Freedom of Information Act 1992*; and responses to summons / subpoenas, Orders to Produce, and all other requests for the production of records and documents, in accordance with legislation.
- Manage the central coordination and governance process for the development, approval and review of memoranda of understanding, and the establishment and maintenance of a central register.

- Provide consultancy and advice to the Minister, Executive and the Department’s business units regarding the release of corporate information and records to external parties under the *Freedom of Information Act 1992* and other legislation.
- Manage the human, financial and physical resources of the team and ensure compliance with Departmental and public sector policy on resource management.
- Ensure reporting and evaluation by the team are within the prescribed frameworks, meet Departmental and Government reporting requirements and are timely, accurate, comprehensive and relevant.
- Demonstrate a commitment to adhere to the Department’s Code of Conduct, Public Sector Commission’s Ethical Foundations and Equal Employment Opportunity legislation
- Demonstrates the expected behaviours of the context for this role
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Leadership context – our expectations of you

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

For this role, you will be someone who exhibits behaviours and mindsets within the leadership context of [Leading Leaders](#).

Essential selection criteria – what you need to bring to this role	
1 Role specific requirements	<ul style="list-style-type: none"> • Demonstrated extensive experience in information release in accordance with legislation including the <i>Freedom of Information Act 1992</i>, confidentiality and privacy.
2 Lead collectively Seek and build key relationships, work together and focus on the greater good.	<ul style="list-style-type: none"> • Considers the impact on others when making decisions. • Can translate and communicate objectives into strategic projects and key performance areas. • Builds relationships and leverages these to meet objectives. • Aligns goals and purpose across different teams; cross collaborates.
3 Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.	<ul style="list-style-type: none"> • Uses logical analysis to think through complexity and effectively differentiate essential and non-essential information. • Summarises large volumes of data, extracting the essential information and translating this to target audiences. • Interrogates information from a wide array of sources and uses criteria to evaluate the merit of the information. • Identifies potential opportunities to mitigate risk and communicate them upwards.
4 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.	<ul style="list-style-type: none"> • Considers solutions carefully and explores the wider impact of their decisions (for example, navigating social, political and economic challenges). • Intervenes early on issues and takes decisive action once the most viable solution is identified. • Communicates clearly and concisely and translates messages for target audience.

Essential selection criteria – what you need to bring to this role	
	<ul style="list-style-type: none"> Recognises the importance of building professional networks and actively seeks to build relationships. Resolves conflict, approaching crucial conversations with thoughtfulness, diplomacy, and confidence.
<p>5 Deliver on high leverage areas Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.</p>	<ul style="list-style-type: none"> Identifies and prioritises the most critical activities and assignments and continuously adjusts priorities. Is open minded, explores innovative approaches and develops a culture of continuous improvement. Anticipates needs and makes necessary and timely adjustments so the overarching outcome is achieved.
<p>6 Build capability Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.</p>	<ul style="list-style-type: none"> Sets stretch learning opportunities. Models coaching practices to influence their leaders to focus on people development. Engages in ongoing performance and feedback conversations. Identifies capability gaps and actively works to resolve them. Identifies talent and enables development opportunities.
<p>7 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.</p>	<ul style="list-style-type: none"> Demonstrates empathy, compassion, integrity and humility. Displays insight into how their decisions impact others. Understands the principles of good corporate governance. Acts authentically as a leader with personal integrity and promotes respect and operates ethically.
<p>8 Lead adaptively Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.</p>	<ul style="list-style-type: none"> Seeks feedback from multiple sources and adapts behaviour and approach based on feedback. Removes obstacles to change and works to achieve buy in. Develops personal and professional goals. Seek counsel from internal and external expert sources to fast track own learning.
Desirable selection criteria	
<i>Not considered essential to perform the role but may contribute to the ability to undertake the role.</i>	
<p>9 Qualifications, knowledge and/or experience</p>	<ul style="list-style-type: none"> N/A

Special requirements, licenses, accreditations, and conditions

- Nil

HR Certification

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