

Position Title	Senior Communications Specialist
Position Number	TBA
Classification	Level 6
Employment Instrument	Public Sector CSA Agreement 2024
Registration Date	April 2026
Location	Perth CBD

The Office of the Information Commissioner

The Office of the Information Commissioner (**OIC**) is the independent regulator fostering trust and accountability in Western Australia through privacy and freedom of information.

The OIC provides independent oversight and advice to regulated entities and the community about how regulated entities handle personal and government information. The OIC helps the community understand and exercise their information rights.

Led by the Information Commissioner and supported by the Privacy Deputy Commissioner and Information Access Deputy Commissioner, the OIC oversees privacy and information matters under the *Privacy and Responsible Information Sharing Act 2024 (WA)* (**PRIS Act**) and *Freedom of Information Act 1992 (FOI Act)* (WA).

Reporting Relationships

Responsible to	Level 8	TBA	Director Business Services (Shared Services)
This position	Level 6	TBA	Senior Communications Specialist
Direct reports	Nil	Nil	Nil

Primary objective of this position

The OIC's shared services team provides the office with a range of corporate and business services which contribute to the Information Commissioner, Privacy Deputy and Information Access Deputy's execution of their functions and powers under the IC Act, the PRIS Act and the FOI Act.

The Senior Communications Specialist is an integral component of the OIC. The role coordinates, develops and implements internal and external communication, and engagement strategies for the OIC to effectively support the Information Commissioner's and Deputies' statutory obligations under the IC Act, PRIS Act and FOI Act and all associated initiatives and plans.

The broad responsibilities of the Senior Communications Specialist include the provision of professional expert advice on pertinent, current matters within the media, writing content for the OIC including communications with regulated entities, media releases, social media posts, eNewsletters, speeches and presentations and other resources. The position holder will manage the development and publication of the OIC annual reports, corporate publications and information resources in addition to managing and monitoring the OIC's digital presence including intranet site, social media platforms and website content management. The Senior Communications Specialist will build and maintain relationships with key internal and external stakeholders and mentor and support OIC staff in developing communication and stakeholder engagement activities.

Key deliverables of this position

- Develops, implements and leads projects and strategies relevant to the OIC to inform, educate and raise awareness in the media, regulated entities and community on the roles, responsibilities, and functions of the Information Commissioner and Deputies.
- Builds and maintains effective stakeholder relationships with regulated entities, the community and media representatives, while supporting communications planning activities, monitoring work priorities, mentoring staff, and contributing to embedding communication and engagement capability across the OIC.
- Provides subject matter expert advice to the Information Commissioner, Deputies, senior management and staff on internal and external communications and engagement strategies, including media responses and the development of clear, educational and information materials that translate complex legislative and policy concepts for diverse audiences.
- Coordinates, develops, implements and evaluates communication and public relations strategies and initiatives in support of OIC programs and activities, including internal and external communication.
- Leads the planning and delivery of OIC communications and media activities, managing media coverage and external relations for the OIC functions, achievements, actions and events, including media releases, social media and eNewsletters.
- Researches, reviews and advises on future communications capabilities and strategic opportunities to strengthen the OIC's functions, including the design and delivery of office-wide engagements aligned with stakeholders and OIC needs.
- Oversees the OIC's digital and internal communication platforms by identifying, preparing and managing the content for intranet site, social media and website content, and providing analytics and engagement reporting to support continuous improvement.
- Identifies forums, events and networks in which the OIC can educate and raise awareness on the roles, responsibilities, and functions of the OIC, and prepares presentations and speeches in consultation with key stakeholders.
- Manages the development and quality of corporate communications and information resources, including annual reports and corporate publications, and liaises with designers, printers, and distributors to coordinate the production and distribution of the publications and promotional material.
- Demonstrate a commitment to adhere to the OIC's Code of Conduct, Public Sector Commissioner's [Ethical Foundations](#) and [Equal Employment Opportunity](#) legislation.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Role specific requirements

Essential Criteria

- Demonstrated experience in the development and implementation of a range of contemporary communications and reports.
- Highly developed interpersonal skills with the ability to build and maintain effective working relationships with a wide range of entities and individuals in the public and private sectors and community.
- Demonstrated experience in website and social media content development and maintenance.
- Demonstrated experience managing and coordinating communications across a range of channels, with the ability to produce high-quality written content and responses within tight timeframes.
- Strong understanding of government communications protocols, including engagement, coordination and clearance processes.

Desirable Criteria

- Possession of, or progress towards, a relevant tertiary qualification, such as a qualification in Communications/Media/Journalism/Public Relations or equivalent.

Special requirements, licenses, accreditations and conditions

- A National Police Certificate is required prior to appointment to a position in the OIC.
- The position holder may be required to travel within Western Australia for operational purposes.

Expected leadership behaviours

We believe everyone who works with us is a leader, irrespective of their position. We consider this critical to the OIC's success and, to support this, we have adopted the WA public sector's [Leadership Expectations](#). These provide a common understanding of the mindset 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 Others](#). The specific behaviours of this leadership context are:

BEHAVIOUR	DESCRIPTOR
Lead collectively	<ul style="list-style-type: none">• Knows how their work and the work of others align to broader agency goals.• Manages their work priorities and those of others and outcomes.• Addresses team issues.• Monitors progression to ensure deliverables are met.• Builds and supports effective work relationships.
Think through complexity	<ul style="list-style-type: none">• Applies critical thinking techniques to develop a range of options.• Uses their knowledge and skills and those of others to refine options.• Is solutions focused.

	<ul style="list-style-type: none"> • Understands the need for compliance to minimise risk
Dynamically sense the environment	<ul style="list-style-type: none"> • Remains aware of evolving team needs. • Seeks input of others before acting. • Adapts style depending on situation
Deliver on high leverage areas	<ul style="list-style-type: none"> • Understands and can communicate the essential priorities. • Is able to identify and understand work area priorities and adjust as required. • Is able to monitor, adapt and ensure work priorities are incorporated into work activities. • Explores and seeks opportunities for innovation. • Scans the environment for possible obstacles and intervenes early to navigate setbacks.
Build capability	<ul style="list-style-type: none"> • Accepts they contribute to the development of others in a team or work group. • Leads by example and supports others with growth and development. • Embraces and encourages diversity within the workplace. • Responsible for fostering a positive sector culture.
Embody the spirit of public service	<ul style="list-style-type: none"> • Shows workplace actions embody the spirit of public services. • Demonstrates empathy, compassion, integrity, and humility. • Supports others to excel. • Assumes responsibility for supporting others to embrace the spirit of public service.
Lead adaptively	<ul style="list-style-type: none"> • Continuously seeks opportunities to develop own knowledge, skills and expertise. • Recognises their impact on others and acts to model appropriate and suitable behaviours. • Seeks feedback from others to enhance personal effectiveness. • Embraces, leads and supports others through change. • Sources and seeks feedback from others to enhance leadership.

CERTIFICATION OF POSITION

Information Commissioner signature

Date of signature

1 May 2026

POSITION REVISIONS

Revised version date	
Information Commissioner signature	
Revised version date	
Information Commissioner signature	