

Position Title	Executive Officer
Position Number	107314
Classification	Level 4
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	SAT		Information Commissioner
This position	Level 4	107314	Executive Officer
Direct reports	Nil		Nil

Primary objective of this position

The Executive Officer provides professional and dedicated executive support, and administrative and project services primarily to the Information Commissioner and where required to the Privacy Deputy Commissioner and the Information Access Deputy Commissioner (the Deputies) to support them efficiently perform their legislative functions and powers under the PRIS Act and the **Information Commissioner Act 2024 (WA)**.

The role includes oversight and management of the Information Commissioner's calendar, support with daily schedules, preparation of meeting agendas and coordinating responses to correspondence.

The Information Commissioner is also the Chief Executive Officer of the OIC and the Executive Officer will provide a range of administrative and executive support necessary to ensure the performance of this role.

Key deliverables of this position

- Monitors and manages the Information Commissioner's correspondence and workflow, employing systems to ensure deadlines are met and matters attended to in a timely manner.
- Assists with meetings, prepares agendas and papers for meetings including recording, maintaining and distributing minutes, following up on any action items.
- Implements and monitors directives determined by the Information Commissioner.
- Disseminates information on behalf of the Information Commissioner.
- Maintains positive working relationships with everyone who interacts with the Commissioners.
- Organises and coordinates arrangements for external visitors.
- Liaises with internal and external stakeholders to gather information, disseminate information or share information or events as appropriate.
- Manages day-to-day operational and administrative issues associated with the effective functioning of the position of Information Commissioner, and where required Privacy Deputy Commissioner and Information Access Deputy Commissioner.
- Provides a range of high-level executive support functions to the Information Commissioner including calendar coordination, arranging and scheduling appointments and meetings and processing financial accounts (acquittals).
- Organises and coordinates itineraries, travel bookings, including the preparation of funding submissions, and other relevant paperwork, for official travel undertaken by the Information Commissioner, Deputies and other staff.
- Maintains confidential records and documentation in accordance with OIC policies, procedures and guidelines and manages and maintains the Information Commissioner's filing systems.
- Communicates key issues and identifies opportunities and risks regarding correspondence and issues submitted for consideration.
- Contributes to the preparation and production of reports and publications as directed by the Information Commissioner.
- Undertakes special projects, proof reading, research, analysis, preparation of draft papers / reports and other duties as directed by the Information Commissioner.
- Provides support and assistance to other staff where required as directed by the Information Commissioner.
- Demonstrate a commitment to adhere to the Offices' Code of Conduct, Public Sector Commission'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.
- Demonstrates the expected behaviours of the context for this role.

Role specific requirements

Essential Criteria

- Demonstrated high-level executive support and administrative skills with proven experience in supporting senior executives in a demanding and dynamic office environment with multiple competing priorities and strict deadlines.
- Excellent skills and proven experience in the use of Microsoft Office products (Outlook, Word, Excel, PowerPoint), internet and intranet and diary management

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 [Personal Leadership](#). The specific behaviours of this leadership context are:

BEHAVIOUR	DESCRIPTOR
Lead collectively	<ul style="list-style-type: none">• Takes responsibility for own work and providing quality service.• Takes care to use accurate information, follows correct policies and procedures and legislation, and pays attention to detail.• Establishes trusted working relationships and draws on the team for support to deliver high quality work.
Think through complexity	<ul style="list-style-type: none">• Uses systematic thinking• Seeks alternative options to a problem before implementing a solution.• Uses common sense to research, analyse, and make evidence-based recommendations.
Dynamically sense the environment	<ul style="list-style-type: none">• Listens to, understands, and recognises the needs of others in the work environment.• Engages with a positive and open mind.• Seeks to understand issues and problems before reacting.
Deliver on high leverage areas	<ul style="list-style-type: none">• Seeks quicker and smarter ways of doing their work.• Takes responsibility for managing their work to achieve results.• Has personal resilience and perseverance.

Build capability	<ul style="list-style-type: none"> • Actively contributes to the development of the team’s capabilities and provides technical and professional support to peers. • Recognises their contribution to a positive culture. • Accepts individual differences and values diversity.
Embody the spirit of public service	<ul style="list-style-type: none"> • Displays empathy and compassion, integrity and humility. • Shows respect for the work area and operates ethically. • Is excellence oriented in delivering results. • Recognises their direct impact on the reputation of the sector through their actions and work practices.
Lead adaptively	<ul style="list-style-type: none"> • Modifies their behaviour to improve effectiveness with others. • Regularly seeks feedback on performance and practices. • Looks to understand self – strengths, weaknesses and potential blind spots. • Develops personal and professional goals. • Is willing to learn and extend their knowledge and skills. • Responds to change.

CERTIFICATION OF POSITION	
Information Commissioner signature	
Date of signature	4 May 2026
POSITION REVISIONS	
Revised version date	
Information Commissioner signature	
Revised version date	
Information Commissioner signature	