Office of the Information Commissioner
Western Australia

Job Description

Position Title	**Senior Investigations Officer (Privacy)**
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* (WA) (**FOI Act**).

Reporting Relationships

Responsible to	Level 8	TBA	Manager, Privacy Investigations, Data Governance and Risk
This position	**Level 6**	**TBA**	**Senior Investigations Officer (Privacy)**
Direct reports	Nil	Nil	Nil

Primary objective of this position

The Senior Investigations Officer (Privacy) is a member of the Privacy Complaints and Investigations team, responsible for supporting the Information Commissioner and the Privacy Deputy Commissioner in the assessment, investigation and resolution in a timely manner of complaints made under the PRIS Act and any other related duties as directed.

The role involves managing a caseload of privacy complaint matters, including those that may be more complex or sensitive, and ensuring that matters are progressed in a timely manner consistent with OIC business objectives

Key deliverables of this position

- Support the Information Commissioner and Privacy Deputy Commissioner in assessing, investigating and resolving in a timely manner privacy complaints made under the PRIS Act and undertaking own-motion investigations and assessments.
- Manage a caseload of privacy matters, including those that may be more complex or sensitive, to ensure the timely resolution of complaints in accordance with OIC business objectives.
- Plan and conduct investigations including, understanding parties' objectives, identifying the most effective pathway to resolution, conducting inquiries, gathering evidence, preparing correspondence and analysing complex information.
- Liaise with complainants, regulated entities and other third parties (or their representatives), including arranging and conducting meetings as required during the investigation and complaint resolution process.
- Prepare draft administrative decisions (determinations), case notes, summaries and correspondence on assigned matters.
- Brief the Information Commissioner and the Privacy Deputy Commissioner on progress and findings of assigned matters.
- Contribute to ongoing process improvement within the Privacy Complaints and Investigations team in support of the OIC's business objectives.
- Assist in the preparation of reports and statistical data relevant to the performance of the privacy functions in the PRIS Act.
- Mentoring newly appointed Privacy Investigation Officers.
- 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 analysing, interpreting and applying legislation, and related materials.
- Demonstrated experience conducting investigations within a legislative framework.
- Knowledge of, or the ability to quickly acquire knowledge of, one or more Australian privacy laws (or an equivalent international privacy regime), including, for example, the *Privacy Act 1988* (Cth) and/or PRIS Act.
- Proven planning and organisational skills that show the ability to achieve results in a timely manner without direct supervision
- Demonstrated knowledge of the principles of procedural fairness and natural justice.
- Well-developed interpersonal skills including the ability to discuss, negotiate and mediate issues with a diverse range of people.
- Strong oral and written communication skills.

Desirable Criteria

- Law degree.

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	• 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	• 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	• 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	• 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	• 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	• 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	• 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	Annelies Moens
Date of signature	1 May 2026
POSITION REVISIONS	
Revised version date	
Information Commissioner signature	
Revised version date	
Information Commissioner signature	