

<b>Position Title</b>	<b>Principal Review Officer</b>
<b>Position Number</b>	TBA
<b>Classification</b>	Level 7
<b>Employment Instrument</b>	<a href="#">Public Sector CSA Agreement 2024</a>
<b>Registration Date</b>	April 2026
<b>Location</b>	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

<b>Responsible to</b>	Level 8	TBA	Manager External Review
<b>This position</b>	<b>Level 7</b>	<b>TBA</b>	<b>Principal Review Officer</b>
<b>Direct reports</b>	Nil	Nil	Nil

### Primary objective of this position

The Principal Review Officer supports the Information Commissioner and the Information Access Deputy Commissioner in the assessment and resolution in a timely manner of external review applications made under the FOI Act.

The role involves managing a caseload of external review matters, particularly those that may be more complex or sensitive, and ensuring that matters are progressed in a timely manner consistent with the FOI Act and OIC business objectives.

## Key deliverables of this position

### External Review

- Support the Information Commissioner and the Information Access Deputy Commissioner in assessing and resolving in a timely manner external review applications made under the FOI Act.
- Manage a caseload of external review matters, particularly those that may be more complex or sensitive
- Conduct research and analysis of documents in dispute, prepare assessments, and recommend courses of action for their resolution.
- Liaise with complainants, agencies and other parties (or their representatives), including arranging and conducting meetings as required during the external review process.
- Prepare draft administrative decisions, correspondence, case notes and summaries on assigned matters.
- Brief the Information Commissioner and the Information Access Deputy Commissioner on progress and findings of assigned projects.
- Advise the Information Commissioner and the Information Access Deputy Commissioner on opportunities to improve practices, procedures, or policies relevant to external review work.

### Other

- Contribute to ongoing process improvement within the external review team in support of the OIC's business objective, including ways to promote timely resolutions.
- Assist in the preparation of reports and statistical data relevant to external applications under the FOI Act.
- Mentor newly appointed Senior Review Officers and Review Officers.
- Contribute to development of training material and assist in the delivery of workshops and seminars provided by the OIC, as required.
- 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

- Substantial experience in a complaints management function.
- Substantial experience and high-level ability in analysing and interpreting legislation, policies, and procedures
- Substantial experience conducting investigations within a legislative framework.
- Demonstrated experience contributing to the development of internal capability and process improvements.
- Proven initiative and decisiveness.
- Proven planning and organisational skills that show the ability to achieve results in a timely manner and to provide guidance and direction to others in the team.

- Highly developed interpersonal skills including the ability to discuss, negotiate and conciliate/mediate issues with a diverse range of people.
- Proven high-level written and oral skills.
- Sound understanding of government functions and administration in the public sector.
- Demonstrated public sector professionalism and probity and the ability to deal appropriately with contentious matters and confidential information.

### Desirable Criteria

- Law degree or similar qualification or experience in the administration of legislative review of decisions and/or complaints under legislation.
- Awareness of FOI legislation and issues.

### 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
<b>Lead collectively</b>	<ul style="list-style-type: none"> <li>• Knows how their work and the work of others align to broader agency goals.</li> <li>• Manages their work priorities and those of others and outcomes.</li> <li>• Addresses team issues.</li> <li>• Monitors progression to ensure deliverables are met.</li> <li>• Builds and supports effective working relationships.</li> </ul>
<b>Think through complexity</b>	<ul style="list-style-type: none"> <li>• Applies critical thinking techniques to develop a range of options.</li> <li>• Uses their knowledge and skills and those of others to refine options.</li> <li>• Is solutions focused.</li> <li>• Understands the need for compliance to minimise risk</li> </ul>
<b>Dynamically sense the environment</b>	<ul style="list-style-type: none"> <li>• Remains aware of evolving team needs.</li> <li>• Seeks input of others before acting.</li> <li>• Adapts style depending on situation.</li> </ul>

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

<b>CERTIFICATION OF POSITION</b>	
Information Commissioner signature	
Date of signature	1 May 2026

## POSITION REVISIONS

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