

Job Description Form

Privacy and Responsible Information Sharing (PRIS) Manager

Position details

Classification Level:	Level 7
Award/Agreement:	PSA 1992 / Public Sector CSA Agreement (and subsequent agreement/s)
Position Status:	Temporary 12-month project
Organisation Unit:	State Solicitor's Office, Corporate Services, Governance and Strategy
Physical Location:	Perth CBD

Reporting relationships

Responsible to:	022812, Director Governance and Strategy, Level 8
This position:	017696, Privacy and Responsible Information Sharing (PRIS) Manager, Level 7
Direct reports:	Corporate Governance Officer, Level 4

Overview

The State Solicitor's Office (the Office) is the Western Australian Government's principal legal adviser. The Office enables government action, manages the State's legal risk, and supports the First Law Officer with authoritative advice on key legal issues. The work of the State Solicitor's Office delivers demonstrably better government decisions, strengthens the rule of law, and leads to greater community trust in the public sector. The Office helps government to govern well. The State Solicitor's Office is a centre of legal excellence committed to the highest standards of service and professionalism.

Corporate Services supports the Office providing financial, human resource, work health and safety, governance, information technology and information management services.

Job description

The **Privacy and Responsible Information Sharing (PRIS) Manager** is responsible for oversight of the Privacy and Responsible Readiness Implementation Project for the State Solicitor's Office.

This role will ensure the Office meets its compliance obligations under the *Privacy and Responsible Information Sharing Act 2024* once enacted on 1 July 2026.

Role specific responsibilities

Privacy and Information Sharing (PRIS) Compliance

- Acts as the point of contact for the Office for all PRIS related matters.
- Leads and manages the implementation of the PRIS Readiness Plan in collaboration with operational areas.
- Prepares reporting on PRIS implementation to Corporate Executive and government.
- Operating with a high degree of autonomy, provides strategic and operational advice on implementation of the PRIS legislation.
- Leads the PRIS Implementation Team across all streams of work including training, support, change management and related policy and process development.
- Provides advice to policy owners throughout the Office to ensure incorporation of privacy elements.
- Monitors trends in information privacy and governance reforms to determine the impact on the Office and provide timely and effective advice, and recommendations, to decision-makers.

Project Management

- Responsible for PRIS Project delivery, including project scoping, project planning, risk management, schedules and timelines.
- Prepares and maintains PRIS Implementation Project documentation to ensure effective governance.
- Participates in project planning to develop directorate action plans to enable the delivery of project outcomes.

Stakeholder Management

- Liaises with internal and external customers to ensure appropriate feedback is obtained and updates provided on implementation progress.
- The role will collaborate with internal stakeholders and increase the Office's maturity and develop plans and processes to ensure the Office meets its compliance obligations.
- Advises leaders on implementation of the legislation so they can understand how it impacts them.
- Represents the Office in related public sector forums as required.

Work Health and Safety

Demonstrate commitment to the legislative obligations set out in the *Work Health and Safety Act 2020*.

Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the Office's policies and any other direction given for their safety and health in the workplace.

Leadership expectations

Expected behaviours

The Public Sector Commission's [Leadership Expectations](#) provides a common understanding of the mindsets and expected behaviors required of all our employees and the public sector.

The leadership context for this role is 'Leading Others.' This position motivates and enables others to deliver high quality work that contributes to the Office.

Lead collectively	Monitor the impact of your decisions and actions, ensuring that you continuously deliver value for the agency.
Think through complexity	Think critically and strategically to solve problems and enhance effectiveness across your team or work area.
Dynamically sense the environment	Listen to, understand and recognise the needs of others in your work environment.
Deliver on high leverage areas	Identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
Build capability	Contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
Embody the spirit of the public service	Ensure your work practices and those of your team or work area are in accordance with the policies and procedures of your agency.
Lead adaptively	Continually learning and adapting your personal style and approach to be effective in the changing work environment.

Job related requirements

The selection process assesses applications against the following job related requirements and expected behaviours of the position. The process also considers the needs of the Office and availability of suitable applicants.

Essential

1. Demonstrated 'Leading Other's' behaviours, influence decision making in others by utilising technical knowledge and understanding effectively.
2. Demonstrated ability to work collaboratively, harness the contribution of others, build effective relationships and foster a positive team environment.
3. Demonstrated experience in governance and compliance, including policy development and understanding of the privacy and information sharing responsibilities of government agencies.
4. Demonstrated experience in successfully implementing strategic projects and managing governance processes that impact the whole organisation.

Desirable

1. Experience implementing privacy safeguarding obligations for an organisation.
2. Project management capability, including the ability to plan, coordinate, and deliver work effectively within agreed timeframes.

Special requirements/equipment

Appointment is subject to a satisfactory National Police Clearance.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Executive Director Corporate Services

Signature: _____ Date: _____

HR certification date: April 2026