



PRIS OFFICER

POSITION DESCRIPTION FORM

Portfolio:

Assets & Governance

Division:

Information Management

Work Unit:

Privacy and Responsible Information Sharing

Position Description Number:

GEN 763

Rank / Level / Band:

Level 4

Employment Conditions

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Various

Position Objective

Supports compliant information sharing practices by coordinating information sharing arrangements, applying legislative and policy requirements, and providing practical guidance to business areas and stakeholders. Supports the implementation and ongoing compliance of the Privacy and Responsible Information Sharing (PRIS) framework by assisting with policy application, governance and operational activities in accordance with the *Privacy and Responsible Information Sharing Act 2024 (PRIS Act 2024)*.

Role of Work Unit

The Information Management Division is responsible for the integrity of information pertaining to entities, final court outcomes, warrants and orders within the agency primary corporate system the Frontline Incident Management System (IMS), as well as providing state and Commonwealth government agencies with access to police-held information, not limited to IMS holdings, in accordance with relevant legislation, policy and agency priority.

This involves interpretation of legislation and policy, risk management, research activities, ensuring the quality and integrity of the information provided and optimising service delivery to maximise efficiency, timeliness and the value of information products for government and the community.

Reporting Relationships

This position reports to:

- Level 6 Manager (Information Sharing)

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1. Privacy and Responsible Information Sharing (50%)

- 1.1 Contributes to the development, implementation and maintenance of a comprehensive privacy framework, including policies, procedures and standards.
- 1.2 Undertakes and coordinates research, collation, analysis and evaluation of privacy and information sharing issues, policies and practices to identify relevant factors and support informed recommendations.
- 1.3 Applies legislative and policy requirements, including the *PRIS Act 2024* and relevant privacy legislation, to support compliant information sharing practices.
- 1.4 Assists with the review of privacy and information sharing policies and procedures, contributing to the identification, assessment and management of risks and issues.
- 1.5 Assists with drafting and reviewing policy instruments, guidance materials and supporting documentation to facilitate consistent application of privacy and information sharing requirements.
- 1.6 Develops and maintains templates and guidance materials to support implementation of information sharing reforms and governance arrangements.
- 1.7 Assists in the development and review of Information Sharing Agreements (ISAs) and Data Sharing Agreements (DSAs) to support lawful, responsible and risk aware information sharing.

2. Stakeholder Engagement (25%)

- 2.1 Guides and assists agencies in sharing data under the *PRIS Act 2024*, and translating legislation and complex concepts into practical advice as needed.
- 2.2 Maintains regular and productive communication with partner agencies and stakeholders, including participating in meetings, workshops and forums as required to support effective information sharing.
- 2.3 Provides advice, training and support to stakeholders to promote compliance with privacy, PRIS, State Records Commission and related statutory and policy requirements.
- 2.4 Establishes and maintains effective working relationships with internal and external stakeholders, acting as a point of contact and providing clear advice, guidance and updates on PRIS related matters.
- 2.5 Supports the negotiation and coordination of Memoranda of Understanding (MOUs) and related arrangements with other government agencies to facilitate lawful and responsible information sharing.

3. Information Management (20%)

- 3.1 Assess, coordinate and approve external agency access requests by engaging system owners and subject matter experts to determine appropriate access.
- 3.2 Develop, maintain and review external agency access agreements, schedules and registers to ensure accuracy, currency and compliance.
- 3.3 Coordinate onboarding and offboarding of external users, including integrity checks, role configuration, training, monitoring and audits.
- 3.4 Monitor compliance with information sharing governance requirements and implement remedial actions where risks or breaches are identified.
- 3.5 Analyse and evaluate information to support decisions on new, nonroutine or contentious access requests and information sharing issues.

4 Other (5%)

- 4.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 4.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the Agency's professional standards and Code of Conduct including reporting wrongdoing.
- 4.3 Undertakes other duties as directed.

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Work Related Requirements

Essential

Context in which work related requirements will be applied and or general standard expected.

Ability in Responsible Information Sharing

Contributing to the development, review and implementation of privacy and responsible information sharing policies, procedures and guidance, translating the *PRIS Act 2024* and related legislation into consistent, compliant practice for operational areas.

Communication Skills

Providing clear and timely communication on PRIS related processes, agreements and access arrangements. Engaging with internal and external stakeholders to explain requirements, clarify risks and support compliance, while contributing constructively to meetings and collaborative forums

Research and Analytical skills

Researching, analysing and interpreting information to support informed and compliant decision-making. Applying relevant legislation, policy and governance frameworks to assess proposals, identify risks and issues, and develop practical, evidence-based recommendations. Exercising judgement to resolve matters and escalates emerging or complex issues as required.

Information Management skills

Maintaining accurate and reliable records relating to information sharing arrangements, access decisions and governance documentation in accordance with legislative, policy and information management requirements. Ensuring consistency, integrity and confidentiality of information.

Organisational skills

Managing own workload effectively by planning and prioritising tasks, meeting deadlines and responding flexibly to changing priorities. Applying a structured and organised approach to work to support the timely delivery of outcomes.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Personal Leadership](#).

Certification

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

Position Title and Work Unit	Name	Date
Organisational Design Consultant, Organisational Design & Analysis	Martine Dimond	21/04/2026
A/Executive Manager, Information Management	Melissa Calabro	21/04/2026