



# Assistant Director

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Assets and Governance

**Position Description Number:**

203853

**Directorate / Command / District / Division:**

Information Management

**Level:**

Level 8

**Work Unit:**

### Employment Conditions

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Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

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

Location: Perth

### Position Objective

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Leads and manages the Information Management Division in the delivery of records and information management services that result in the effective delivery of services. Provides high level consultancy service to the agency and other state and interstate government agencies and develops strategic policy on issues associated with records and information management as well as information access and security. Ensures that appropriate tools and strategies are in place for the agency to properly manage their information assets in compliance with relevant legislation, standards, controls, policies and procedures.

Is the principal privacy officer under s151 of the *Privacy and Responsible Information Sharing Act (2024)*.

### Role of Work Unit

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The Information Management (IM) Division provides records and information management support for the agency in relation to the capture, quality, accessibility, sharing, retention and disposal of its information assets. IM shapes, drives and implement frameworks, strategies and services and sets the agenda for the management of records and information in direct support for law enforcement, the national justice sector and the Western Australian public to build stronger and safer communities.

### Reporting Relationships

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This position reports to:

- Director, Level 9

Direct reports to this position include:

- Executive Manager, Level 7 x 2 FTE
- Manager, Level 6
- Project Officer, Level 5 (Temp x 2 FTE)

Total number of positions under control: 55

## Key Accountabilities

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### 1 Leadership and Management (50%)

- 1.1 Provides direction, strategic leadership and management to the division, ensures provision of effective, efficient and quality services as they relate to records and information management.
- 1.2 Provides effective management to division staff, including guidance, performance management and professional development.
- 1.3 Sets the strategic direction of the division to achieve agreed business outcomes and contributes to the strategic planning of the portfolio.
- 1.4 Leads by example and promotes integrity and professionalism, and encourages these standards in others through a culture of accountability, collaboration, respect and empowerment.
- 1.5 Controls the resources of the division and ensures human, physical, financial, technological and information resources are strategically deployed to address needs and maintain sustained service delivery.
- 1.6 Manages the wellbeing of division staff and implements strategies to address physical, mental and psychological risks and builds resilience.
- 1.7 Plans for change including implementing effective change management strategies to assist divisional staff to respond effectively.

### 2 Records and Information Management (45%)

- 2.1 Leads the development, delivery and evaluation of records and information management strategies, frameworks and agreements.
- 2.2 Develops, coordinates and manages projects of a complex nature pertaining to records and information management and associated records systems.
- 2.3 Provides high level consultancy and advice to members of the senior executive on matters relating to records and information management.
- 2.5 Leads the delivery of the agency's information consultancy service and develops strategic policy on issues associated with records and information management as well as information security.
- 2.6 Ensures all practices under the divisions control are consistent with relevant legislation, policy and industry standards.
- 2.7 Develops and implements strategies, policies and procedures to ensure proper governance, accountability and management of information.
- 2.9 Develops and maintains effective working relationships with key stakeholders, both internal and external to the agency, to align information and records management frameworks, initiatives and processes with best practise.
- 2.10 Represents the Western Australia Police Force at relevant state and national forums.

### 3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 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.
- 3.3 Undertakes other duties as directed.

Position Title: Assistant Director	Level: Level 8	Position Number: 203853
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## Work Related Requirements

### Essential

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

Leadership and management skills

Leading and managing the division, delivering quality outcomes for complex issues at a senior level. Upholding performance standards by managing underperformance promptly. Identifying learning opportunities for others and empowering them by delegating relevant tasks.

Strategic planning

Developing the strategic direction for the division, contributing to strategic planning for the directorate. Managing policy evaluation, development and implementation.

Communication skills

Facilitating and presenting messages in a concise and articulate manner. Negotiating persuasively and influencing change at all levels, including committees and senior management. Focusing on key points and utilising appropriate language. Selecting the most appropriate medium for conveying information and tailoring communication style and message to accommodate different audiences. Representing the agency at relevant state and national forums.

Analytical and conceptual skills

Identifying, analysing, and conceptualising complex trends, patterns, and issues around information and records management, at a strategic level. Providing advice and drawing accurate, evidence-base conclusions. Recognising links between interconnected issues and providing strategic advice to mitigate complex problems. Keeping self and others well informed on work issues. Thinking laterally to identify and implement improved work practices.

Project management skills

Managing and advising on projects of a complex nature pertaining to records and information management and associated systems. Managing the team through the planning, initiation, development, management, and implementation of substantial to highly complex projects. Monitoring progress at a strategic level. Committing to achieving quality outcomes and adhering to documentation procedures in-line with strategic objectives.

## 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 **Multiple Area Leader**.

### Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Senior Consultant Organisational Design and Analysis Organisational Design and Analysis	Julie Ismail	01/07/2025
A/Director Assets and Governance	Ben Ackland	DD/07/2025