



Senior Privacy Officer

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Assets and Governance

Position Description Number:

GEN 762

District / Branch:

Governance and Corporate Support

Level:

Level 5

Work Unit:

Privacy and Responsible Information Sharing

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: Perth

Position Objective

Provides expert advice, guidance and operational support to ensure Western Australia Police Force complies with privacy, responsible information sharing and information governance obligations. Applies legislation, policies and frameworks in a complex policing environment, supports risk-aware decision-making, and contributes to embedding privacy-by-design and responsible information sharing practices across the organisation. Works collaboratively with internal and external stakeholders to promote lawful, ethical and effective use and sharing of information, while supporting organisational objectives and community trust.

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:

- Manager (Information Sharing), Level 6

Direct reports to this position include:

- Nil

Total number of positions under control:

- Nil

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Key Accountabilities

1 Policy and Governance (40%)

- 1.1 Provides operational advice and guidance to staff on the practical application of PRIS legislation, ensuring day-to-day compliance with privacy safeguards
- 1.2 Develops and maintains guidance materials, templates and tools to support the consistent application of privacy and information sharing requirements across the organisation
- 1.3 Conducts research from multiple sources to identify emerging issues and enhance the effectiveness of information sharing reforms
- 1.4 Prepares reports, briefings, and correspondence to support privacy, PRIS and information governance activities, including governance forums, reviews and implementation activities.
- 1.5 Supports alignment between privacy-related policies, procedures and guidance and broader information management, records and data governance frameworks.
- 1.6 Contributes to the development, implementation and review of privacy and information sharing initiatives by providing specialist advice, feedback and evaluation support.
- 1.7 Facilitates workshops, briefings and awareness activities, as required, to promote understanding of privacy and information sharing obligations and reforms.
- 1.8 Develops and coordinates methods to evaluate the effectiveness and benefits of implemented initiatives.

2. Information Management (35%)

- 2.1 Identifies, assesses and escalates privacy risks including actual or potential breaches, and contributes to the resolution of issues through the provision of sound, risk-based advice and recommended mitigation strategies.
- 2.2 Assists in the implementation and review of policies, procedures, and standards to ensure compliance with PRIS legislation.
- 2.3 Undertakes privacy impact assessments (PIA) and other risk-based assessments (including emerging technology or system-related risks, such as AI-enabled tools), providing practical recommendations to minimise privacy and information sharing risk while supporting operational and business outcomes.
- 2.4 Supports the implementation, review and continuous improvement of information management policies, procedures and controls by providing specialist advice on privacy and PRIS compliance in operational and governance contexts.

3. Stakeholder Engagement (20%)

- 3.1 Builds and maintains effective working relationships with internal and external stakeholders to support lawful, ethical and responsible information sharing practices, including providing authoritative advice on PRIS obligations in operational and governance contexts.
- 3.2 Engages with operational areas and external agencies to interpret and explain PRIS requirements, supporting informed decision-making where risks, sensitivities, or competing priorities exist.
- 3.3 Provides targeted guidance, resources, and informal training to enhance stakeholder capability and understanding of PRIS requirements
- 3.4 Engages with internal stakeholders to provide advice and guidance in relation to privacy incidents, complaints and information sharing issues, supporting understanding of obligations and informed decision-making.

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.

Knowledge and application of PRIS legislation

Interpreting and applying privacy, PRIS and information management requirements to support lawful, ethical and appropriate handling and sharing of information in operational and governance contexts.

Communication skills

Preparing clear, accurate and professional reports, briefs, guidance materials and correspondence. Providing authoritative advice, explanations and verbal briefings to internal and external stakeholders, including operational staff and governance forums.

Research, Conceptual and Analytical skills

Understanding of privacy safeguards, responsible information sharing and information governance processes, including researching, analysing and interpreting legislation and policy. Assessing privacy and information sharing risks. Developing practical, evidence-based recommendations to support operational and governance decision-making.

Organisational skills

Managing multiple priorities, meeting deadlines and responding to time-sensitive matters while maintaining accuracy and quality.

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 [Leading Others](#).

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
Senior Organisational Design Consultant Organisational Design & Analysis	Martine Dimond	21/04/2026
A/Assistant Director, Information Management	Melissa Calabro	21/04/2026