

# Role Statement



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<b>Position title:</b>	Data & Information Governance Analyst
<b>Position number:</b>	Generic
<b>Salary and Level:</b>	Level 5 PSCSAA 2024
<b>Reports to:</b>	Senior Manager Data & Information Governance (Level 7)
<b>Direct reports:</b>	Nil

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## The organisation

Lotterywest is the only State Government owned and operated lottery in Australia, where all the available profit is returned to Western Australians through community and statutory grants. Lotterywest has supported the Western Australian community for over 90 years. Its vision is to 'build a better Western Australia together'.

Lotterywest is the employing agency for Healthway, which is the only State Government agency dedicated to health promotion. For over 30 years Healthway has been providing grant funding to sport, arts and racing organisations, community activities, and to health promotion projects and research. Healthway's vision is for a 'healthy and more active Western Australia.'

## About the business unit

Corporate Services is responsible for most of the support functions critical to Lotterywest's operations. In addition to the support role, Corporate Services is responsible for overarching human resources, financial management, information management, project management, governance, security, assurance and compliance. The business unit comprises seven streams being: Business Services; Finance Services; Legal Services; Corporate Planning & Reporting; Audit and Risk Management and Data and Information Governance.

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## Key focus areas of the position

Reporting to the Senior Manager Data and Information Governance, this role will contribute to the development and execution of Lotterywest and Healthway's Data and Information Governance frameworks, strategies and supporting policies, procedures and practices. The role will focus on identifying enterprise data and information assets to ensure they are created, kept and maintained effectively and efficiently to enable the long-term and sustainable use and re-use of government information.

The role has the following key areas of focus:

- **Identification of data and information Assets** – assists with the identification, analysis and mapping of data and information across business systems.
- **Compliance & Monitoring** – monitors and reviews compliance with data and information governance policies and procedures, including conducting risk assessments (AI, privacy, information management).

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- **Privacy Management** – support the Data Privacy and Ethics Lead in implementing processes and practices to support data and information handling practices and safeguards and implement privacy-by-design strategies.
- **Information Sharing Culture** – contributes to building a culture where data and information is treated as a valuable asset that has integrity and can be trusted as accurate and reliable to support decision-making, transparency, and accountability.

### Key responsibilities

- Undertakes business analysis and design activities across Lotterywest and Healthway, to understand the capture and collection of data and information pertaining to business requirements to establish the value / sensitivity of data to apply lifecycle management processes and controls.
  - Administers Electronic Document Management Systems (EDRMS) including Content Manager and Microsoft 365 environments.
  - Assists in the planning, development of information management, data governance, artificial intelligence governance and privacy policy, standards and procedures for compliance with legislation, standards and whole of government policy directives.
  - Performs compliance assessments and identifies risks and opportunities to improve data and information management and governance capabilities across business systems, applications and processes, including access controls, metadata management, retention and disposal schedules etc.
  - Promotes awareness and assists with the review and delivery of education and training programs to enhance a greater understanding of information management, data governance, information classification, artificial intelligence governance and privacy and responsible information sharing.
  - Contributes to the development of policy, standards and guidelines related to Artificial Intelligence, information management and data ethics.
  - Contributes to the Identification and implementation of effective controls to monitor compliance across various business systems relating to information management, information classification and protection of personal information.
  - Assists with the implementation of data management and analytics activities and practices across the organisation.
  - Assists with administration of Freedom of Information applications.
  - Assists with the implementation and delivery of processes and practices to facilitate the destruction of data and information across business systems and applications.
  - Provides project management support for key initiatives and deliverables as part of information management and data governance roadmap.
  - Provides electronic and physical records management, ensuring effective and efficient information management control through the creation, distribution, preservation, retrieval, modification and disposition of records.
  - Other duties as directed.
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## Mandatory / special role requirements

Police Clearance

## Essential selection criteria

- 1) Demonstrated knowledge and experience in data governance and information management requirements in accordance with legislation and policy requirements.
- 2) Considerable experience with supporting and enhancing business systems to support data and information lifecycle management requirements.
- 3) Excellent analytical, conceptual, reporting, and problem-solving skills with demonstrated application in implementing business process and system improvements.
- 4) Demonstrated highly developed interpersonal and verbal communication skills, including ability to manage stakeholder relationships and undertake high-level consultation and advice.
- 5) Demonstrated ability to work in a team and positively contribute to an effective and collaborative working environment.
- 6) Ability to maintain a high level of confidentiality.

## Desirable Qualification

This role requires possession of a relevant tertiary qualification and/or a minimum of 3 years experience in Information or data related discipline.

## Authorised by:



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**Stella Rapanaro**

**A/ General Manager Corporate Services**

Date: 21 May 2026