



Manager, Information Privacy and Data Governance

Privacy and Data Governance

Position number	00043758
Agreement	Public Sector CSA Agreement 2024 (or as replaced)
Classification	Level 8
Reports to	Director, Business and Customer Services (Level 9)
Direct reports	Principal Consultant, Information Privacy (Level 7) Principal Consultant, Information and Data Governance (Level 7) Senior Consultant, Information and Data Governance (Level 6) Policy Officer, Information Governance (Level 5)

Context

Education Business Services (EBS) is the key provider of professional business services and support for the Western Australian schools, statutory boards, and divisions of the Department. These highly valued services are delivered through the areas of finance, information communication and technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

The Business and Customer Services (BCS) Directorate supports the EBS objectives and outcomes of its customers by providing value for money corporate services through skilled and motivated people. BCS aims to deliver services within an environment of standardised systems and processes. The services are delivered through the areas of payroll, finance corporate information, and information privacy and data governance.

The objective of the Information Privacy and Data Governance team is to facilitate the implementation of the *Privacy and Responsible Information Sharing Act 2024*, and the WA Information Classification Policy to deliver a compliant Privacy and Responsible Information Sharing (PRIS) framework, processes and systems and inform effective information governance of business systems and processes to support high quality data-driven governance and risk management for the Education system.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Specialist Services

- Lead the development of a strategic project in partnership with Information Communications Technology, Strategic Projects and external agencies to deliver processes and systems to enable compliance with the proposed Privacy and Responsible Information Sharing legislation.
- Manage the Privacy and Responsible Information Sharing project, including the development of policies, plans, systems and strategies to deliver agreed outcomes.
- Provide expert strategic advice on developing and transforming process, culture, and relationships to achieve a shared vision of lead state government organisations, such as the Office of Digital Government and State Records Office.
- Ensure compliance with policy and statutory requirements such as the proposed Privacy and Responsible Information Sharing legislation, WA Information Classification Policy, the State Records Act and other legal requirements for the protection of personal information collected and maintained by the Department of Education.

Leadership and Management

- Provide leadership, supervision, and support of staff, and encourage and assist with the development and implementation of privacy protection and data sharing processes.
- Contribute to the strategic management and leadership of the Directorate.
- Develop plans and systems to deliver designated outcomes.
- Deploy resources, including people, financial, physical and information, to ensure they are available to address the Directorate's strategic plans, contractual obligations, and other organisational priorities.
- Manage the delivery of quality and professional business and customer services.
- Create a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements, and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Customer and Stakeholder Management

- Develop and maintain effective communication links and working relationships to provide information on business and service reform matters and processes.
- Strategically consult, liaise and negotiate with government, Senior Executives, Ministers and Members of Parliament, public/private organisations and internal and external stakeholders on issues related to this project as required.
- Engage with stakeholders on information governance considerations for privacy and data sharing responsibilities.
- Maintain a strong focus on customer service delivery and continuous improvement of services.
- Build strategic alliances with customers, stakeholders, interest groups and across EBS to enable development, acceptability, and achievement of designated outcomes and to promote service capabilities.
- Establish and maintain effective partnerships and networks with key internal and external stakeholders for negotiating and collaborating to achieve Directorate outcomes and to ensure access to diverse specialist knowledge.
- Represent the Department, as required, on Government committees and working parties.

Selection criteria

1. Demonstrated high-level skills and experience in the provision of Information Management and Information Governance services and strategy development and implementation.
2. Demonstrated substantial knowledge and experience in project management within an Information Management or Information Communication and Technology development or maintenance environment, including management of human, physical, financial, technological and information resources.
3. Demonstrated high-level verbal and written communication and interpersonal skills to effectively liaise with key internal and external stakeholders at a senior level and to build strong relationships.
4. Demonstrated high-level conceptual, analytical and research skills, including the ability to develop solutions to complex problems.
5. Demonstrated high-level skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 1 May 2026
Reference D26/0328752