



Position Description

Position Title:	Senior Freedom of Information Consultant	Classification Level:	6
Position Number:	34030, 34032	Reports to:	Principal Advisor, L7
Directorate:	Customer Experience and Strategy	Supervises:	0 FTE
Branch/Section:	Strategy and Customer Advocacy / Strategy, Planning and Insights	Location:	Perth Metropolitan Area

Our Values

Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

In this role, you will plan, monitor, and coordinate the delivery of Freedom of Information (FOI) services for the Department of Housing and Works. You will provide effective leadership and direction on FOI frameworks and processes, including interpretation of the *Freedom of Information Act 1992* (FOI Act) and make decisions on FOI requests, including recommendations on complex matters. You will provide advice and consultancy to decision makers within the Department and coordinate professional FOI development activities for staff.

Responsibilities

- Manage the end-to-end process of FOI applications, including responses to applications for information under the FOI Act on behalf of the Department.
- Ensure the quality and integrity of data to be evaluated and released and that information is released in accordance with relevant legislation and policies. Ensure consistency in decision making and release processes.
- Prepare relevant reports and recommendations, and make formal decisions, under delegated authority, on the release of information in accordance with the FOI Act.
- Identify, monitor, and report on complex and/or sensitive FOI matters to the Executive Leadership Group and appropriate governance bodies.
- Undertake research, evaluate documents, interpret, and apply legislation and policy in making decisions on the release of information.
- Make recommendations to decision makers on complex and/or sensitive FOI matters.



- Develop and implement corporate policies, processes, procedures, standards, and protocols concerning the release of information to external parties in accordance with the FOI Act.
- Ensure continuous knowledge and awareness of the FOI Act and other information access related legislation through research, training and information sessions across the Department.
- Provide a consultancy service to Departmental staff in all matters relating to FOI and associated processes.
- Ensures handling of information aligns with legislative, privacy and confidentiality requirements, including Privacy and Responsible Information Sharing (PRIS) and management of conflict of interests.
- Maintains accurate records in line with recordkeeping requirements, including overseeing the management of relevant database(s), and reporting of FOI activity and insights to support operational and strategic decision-making.
- Provide cross-functional support for the delivery of all functions within the broader Strategy and Customer Advocacy team as required.
- Demonstrate the values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as required.

Essential Requirements

- Ability to identify, consider and act on a wide range of issues, opportunities, and trends.
- Considerable knowledge of the *Freedom of Information Act 1992* and associated legislation and processes.
- Ability to effectively prepare and coordinate responses to FOI requests or information access requests and associated processes in accordance with relevant legislation, policies, and guidelines.
- Highly developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service and communicate complex information in a clear and compelling manner.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of Finance and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.



- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100-point identification check and Criminal Records Screening clearance.

Certification

Verified by: M. Trbojevic, Human Resources Consultant, May 2026.

Classification Evaluation Date: February 2021