

Position Title	Manager, Privacy Investigations, Data Governance and Risk
Position Number	TBA
Classification	Level 8
Employment Instrument	Public Sector CSA Agreement 2024
Registration Date	April 2026
Location	Perth CBD

The Office of the Information Commissioner

The Office of the Information Commissioner (**OIC**) is the independent regulator fostering trust and accountability in Western Australia through privacy and freedom of information.

The OIC provides independent oversight and advice to regulated entities and the community about how regulated entities handle personal and government information. The OIC helps the community understand and exercise their information rights.

Led by the Information Commissioner and supported by the Privacy Deputy Commissioner and Information Access Deputy Commissioner, the OIC oversees privacy and information matters under the *Privacy and Responsible Information Sharing Act 2024 (WA)* (**PRIS Act**) and *Freedom of Information Act 1992 (WA)* (**FOI Act**).

Reporting Relationships

Responsible to	SAT	TBA	Privacy Deputy Commissioner
This position	Level 8	TBA	Manager, Privacy Investigations, Data Governance and Risk
Direct reports	Level 6	TBA	Senior Investigations Officer (Privacy)
	Level 5	TBA	Investigations Officer (Privacy) x 2

Primary objective of this position

Reporting directly to the Privacy Deputy Commissioner, the Manager, Privacy Investigations, Data Governance and Risk will lead the OIC's complaints & investigations function under the PRIS Act. This involves overseeing the investigation and resolution of privacy complaints relating to regulated entities, ensuring outcomes are timely, fair and legally robust.

Under the oversight of the Information Commissioner, this role will also lead the OIC's internal data governance and enterprise risk management function. This includes monitoring and reporting on

organisational risks, ensuring policies and controls remain current and effective and maintaining a robust data governance framework aligned with best practice.

The Manager, Privacy Investigations, Data Governance and Risk will also have the opportunity to engage with stakeholders across government, contribute to the establishment of the OIC's notifiable information breach function and shape broader OIC strategy.

Key deliverables of this position

Privacy complaints and investigations

Reporting directly to the Privacy Deputy Commissioner, lead and manage the Privacy Complaints and Investigations Team responsible for performing the privacy complaints and investigations functions, including:

- Supervising a small team of investigations officers;
- Leading the early resolution, investigation and determination of privacy complaints received by the OIC;
- Planning and conducting investigations and assessments of regulated entities;
- Engaging with affected third-parties, including complainants and regulated entities;
- Managing team caseloads to ensure the timely resolution of complaints in accordance with OIC business objectives; and
- Drafting administrative decisions (determinations) and other materials (such as correspondence and briefs) necessary to finalise a privacy complaint or investigation.

Data Governance and Risk

Under the direction of the Information Commissioner through the OIC enterprise risk committee, lead the OIC's internal data governance and enterprise risk management function, including:

- Coordinate the OIC's enterprise risk committee;
- Maintain and administer the OIC's enterprise risk management framework.
- Identify, assess and make recommendations on the treatment of risks to support informed decision making.
- Develop and implement enterprise-wide data governance frameworks, policies, and standards.
- Oversee and promote data governance best practice with a focus on continuous improvement.
- Review and advise on the development of the OIC's policies, procedures and operational controls to ensure they remain current and effective and that they support compliance with the OIC's statutory and policy obligations.

Other

- Support the Information Commissioner and the Privacy Deputy Commissioner in the establishment of new OIC functions, including preparing for the commencement of the notifiable information breach function in January 2027.
- Preparation of reports and statistical data relevant to the performance of the privacy functions in the PRIS Act.
- Builds and sustains productive, collaborative relationships with internal and external stakeholders to assist and inform policy analysis and the management of complaints and investigations.
- Demonstrate a commitment to adhere to the OIC's Code of Conduct, Public Sector Commissioner's Ethical Foundations and Equal Employment Opportunity legislation.

- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Role specific requirements

Essential Criteria

- Demonstrated operational or policy experience in privacy, data governance, regulatory compliance or similar area.
- Expert knowledge of, or the ability to quickly acquire expert knowledge of, the requirements of one or more Australian privacy laws (or an equivalent international privacy regime), including, for example, the *Privacy Act 1988* and/or PRIS Act.
- Demonstrated experience of contemporary complaint management practices and principles, including application of investigative techniques that ensure procedural fairness.
- Demonstrated experience managing a small team.
- Ability to work independently under pressure and to strict timeframes and deadlines.
- Demonstrated project management skills and experience.
- Excellent oral and written communication skills

Desirable Criteria

- Law degree.

Special requirements, licenses, accreditations and conditions

- A National Police Certificate is required prior to appointment to a position in the OIC.
- The position holder may be required to travel within Western Australia for operational purposes.

Expected leadership behaviours

We believe everyone who works with us is a leader, irrespective of their position. We consider this critical to the OIC's success and, to support this, we have adopted the WA public sector's [Leadership Expectations](#). These provide a common understanding of the mindset and expected behaviours required of all our employees and the public sector.

For this role, you will be someone who exhibits behaviours and mindsets within the leadership context of [Leading Leaders](#). The specific behaviours of this leadership context are:

BEHAVIOUR	DESCRIPTOR
Lead collectively	<ul style="list-style-type: none"> • Considers the impact on others when making decisions. • Can translate and communicate objectives into strategic projects and key performance areas. • Builds relationships and leverages these to meet objectives. • Aligns goals and purpose across different teams; cross collaborates.
Think through complexity	<ul style="list-style-type: none"> • Uses logical analysis to think through complexity and effectively differentiate essential and non-essential information.

	<ul style="list-style-type: none"> • Summarises large volumes of data, extracting the essential information and translating this to target audiences. • Interrogates information from a wide array of sources and uses criteria to evaluate the merit of the information. • Identifies potential opportunities to mitigate risk and communicate them upwards.
Dynamically sense the environment	<ul style="list-style-type: none"> • Considers solutions carefully and explores the wider impact of their decisions (for example, navigating social, political and economic challenges). • Intervenes early on issues and takes decisive action once the most viable solution is identified. • Communicates clearly and concisely and translates messages for target audience. • Recognises the importance of building professional networks and actively seeks to build relationships. • Resolves conflict, approaching crucial conversations with thoughtfulness, diplomacy, and confidence
Deliver on high leverage areas	<ul style="list-style-type: none"> • Identifies and prioritises the most critical activities and assignments and continuously adjusts priorities. • Is open minded, explores innovative approaches and develops a culture of continuous improvement. • Anticipates needs and makes necessary and timely adjustments so the overarching outcome is achieved.
Build capability	<ul style="list-style-type: none"> • Sets stretch learning opportunities. • Models coaching practices to influence their leaders to focus on people development. • Engages in ongoing performance and feedback conversations. • Identifies capability gaps and actively works to resolve them. • Identifies talent and enables development opportunities
Embody the spirit of public service	<ul style="list-style-type: none"> • Demonstrates empathy, compassion, integrity and humility. • Displays insight into how their decisions impact others. • Understands the principles of good corporate governance. • Acts authentically as a leader with personal integrity and promotes respect and operates ethically.
Lead adaptively	<ul style="list-style-type: none"> • Seeks feedback from multiple sources and adapts behaviour and approach based on feedback. • Removes obstacles to change and works to achieve buy in. • Develops personal and professional goals. • Seek counsel from internal and external expert sources to fast track own learning.

CERTIFICATION OF POSITION

Information Commissioner signature

Date of signature

1 May 2026

POSITION REVISIONS

Revised version date

Information Commissioner signature

Revised version date

Information Commissioner signature