

<b>Position Title</b>	<b>Manager, Privacy Policy</b>
<b>Position Number</b>	TBA
<b>Classification</b>	Level 8
<b>Employment Instrument</b>	<a href="#">Public Sector CSA Agreement 2024</a>
<b>Registration Date</b>	April 2026
<b>Location</b>	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

<b>Responsible to</b>	SAT		Privacy Deputy Commissioner
<b>This position</b>	<b>Level 8</b>	<b>TBA</b>	<b>Manager, Privacy Policy</b>
<b>Direct reports</b>	Level 5	OIC00042	Policy Officer x 2

### Primary objective of this position

Reporting to the Privacy Deputy Commissioner, the Manager, Privacy Policy leads the OIC's strategic privacy policy function. This position manages a small team responsible for delivering high-quality privacy advice and guidance under the PRIS Act.

The Manager, Privacy Policy is responsible for the development of policy materials for regulated entities on their obligations under the PRIS Act and the provision of accessible information for members of the public about their privacy rights. The role will also support the Privacy Complaints and Investigations team through the provision of internal advice and guidance to facilitate timely and consistent decision making and complaint resolution.

The Manager, Privacy Policy will also engage with senior stakeholders across government, contribute to the establishment of the OIC's notifiable information breach function and shape broader privacy regulatory strategy.

## Key deliverables of this position

### Privacy policy and advice

Under the direction of the Information Commissioner and Privacy Deputy Commissioner, lead and manage the Privacy Policy team responsible for providing strategic policy and legislative advice on the PRIS Act and related priority policy areas, including:

- Contribute to shaping the OIC's regulatory strategy and policy positions under the PRIS Act;
- Undertaking complex policy analysis and research, taking into account domestic and international privacy developments;
- Undertaking public consultations in relation to key privacy policy issues;
- Developing guidance on the privacy provisions contained in the PRIS Act;
- Examining, preparing submissions and otherwise providing feedback on legislative and policy proposals that impact on privacy;
- Preparing and advising on the making of legislative instruments;
- Briefing the OIC Executive ahead of parliamentary hearings and key stakeholder engagements; and
- Providing advice to regulated entities and members of the public on their obligations and rights under the PRIS Act.
- Providing advice and policy support to the Privacy Complaints and Investigations team to facilitate timely and consistent decision making and complaint resolution.
- Provide advisory support to the OIC Enquiries shared services team to build the capacity of that team to assess and respond to privacy related enquiries.

### 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.
- Provide policy and advisory support to the Information Commissioner and Information Access Deputy Commissioner in relation to FOI law reform.
- Preparation of reports and statistical data relevant to the performance of the privacy functions in the PRIS Act.
- Build and sustain 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 at a senior level 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* (Cth) and/or PRIS Act.
- Knowledge of the requirements of one or more Australian FOI laws.
- Demonstrated experience providing legal, strategic and policy advice to senior stakeholders.
- 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
<b>Lead collectively</b>	<ul style="list-style-type: none"><li>• Considers the impact on others when making decisions.</li><li>• Can translate and communicate objectives into strategic projects and key performance areas.</li><li>• Builds relationships and leverages these to meet objectives.</li><li>• Aligns goals and purpose across different teams; cross collaborates.</li></ul>
<b>Think through complexity</b>	<ul style="list-style-type: none"><li>• Uses logical analysis to think through complexity and effectively differentiate essential and non-essential information.</li><li>• Summarises large volumes of data, extracting the essential information and translating this to target audiences.</li></ul>

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

**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