



Position Description

Position Title:	Freedom of Information Consultant	Classification Level:	5
Position Number:	34056	Reports to:	Principal Advisor, L7
Directorate:	Customer Experience and Strategy	Supervises:	0 FTE
Branch/Section:	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

This position is responsible for coordinating processes in relation to the Department's delivery of requirements under the *Freedom of Information Act 1992* (FOI Act).

Key functions of this role include exercising sound judgement in managing enquiries and Freedom of Information (FOI) applications, consulting and assessing documents for release, and providing operational advice to support decision-making on the application of the FOI Act and the Department's policies.

This position is accountable for ensuring compliance with statutory requirements, while supporting a customer-focused approach to information access, and contributing to continuous improvement initiatives in FOI processes and understanding across the Department.

Responsibilities

- Manages routine to moderately complex FOI applications, and works collaboratively or in consultation with senior FOI staff on complex, sensitive or high-risk matters.
- Provides operational advice and support to customers including internal staff, other agencies, and members of the public on FOI processes and obligations, and the release of documents under the FOI Act.
- Monitors and manages statutory timeframes, identifying risks and escalating issues as required.
- Engages with applicants and internal business areas to clarify and refine application scope and resolve issues to support timely outcomes.
- Ensures compliance with the FOI Act in relation to fees and charges.
- Undertakes initial document searches and liaises with business areas to ensure completeness and accuracy.



- Collates and prepares documents for consideration and possible release.
- Manages third party consultations received by the Department and conducts third party consultations on behalf of the Department.
- Evaluates documents against the FOI Act and departmental policies.
- Prepares reports and recommendations in consultation with senior FOI staff and makes decisions within delegated authority on routine and moderately complex matters, escalating more complex or high-risk issues to senior staff.
- Provides operational guidance and support to applicants and internal stakeholders on FOI applications.
- Provides research, analysis and administrative support on complex matters under the direction of senior FOI staff.
- Maintains accurate records in line with recordkeeping requirements, including management of the FOI database and reporting of FOI activity.
- Ensures handling of information aligns with legislative, privacy and confidentiality requirements, including Privacy and Responsible Information Sharing (PRIS) and management of conflict of interests.
- Develops effective stakeholder relationships and supports resolution of routine issues.
- Identifies and suggests improvements to senior staff regarding FOI processes and service delivery.
- Supports the delivery of staff training, awareness sessions as directed, and ensuring staff are aware of their obligations and understand relevant legislation relating to FOI.
- Maintains up-to-date knowledge of FOI matters, information management issues, relevant legislation and standards to support effective decision-making and compliance.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as required.

Essential Requirements

- Demonstrated understanding of agencies' responsibilities and obligations under the Freedom of Information Act 1992 including demonstrated experience in applying legislative or regulatory frameworks to assess information and support decision-making.
- Sound demonstration in preparing and coordinating responses to FOI requests or information access requests and associated processes in accordance with relevant legislation, policies, and guidelines.
- Well-developed written communication skills, interpersonal and negotiation skills with the ability to liaise and deliver a customer-centric service and communicate 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 the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the [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: L Oversby, HR Consultant, June 2026

Classification Evaluation Date: June 2026