



Senior Project Officer, Data and Information Governance

Corporate Information Services

Position number	00041503
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	Coordinator, Information Release (Level 6)
Direct reports	Nil

Context

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public 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.

We are committed to contemporary work practices and adhere to the following service delivery principles:

Responsive: We respond to and reflect the needs of our customers.

Flexible: We are flexible and understand that our customers are not all the same.

Transparent: We are clear and open about our services, processes and decision making.

Accountable: We hold ourselves to high standards and deliver on our commitments.

Collaborative: We work in partnership with our customers.

The Business and Customer Services (BCS) Directorate supports the objectives and outcomes of clients 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 Corporate Information Services Branch works to improve the quality, accessibility, reliability and security of information, to support departmental business and is responsible for the provision of records management, Freedom of Information (FOI) and Library services.

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

Specialist Services

- Collaborate with ICT to coordinate and develop a plan for an organisation-wide data discovery and inventory project, to identify the types of data and their locations throughout the Department.
- Provide expertise around the development of data classification, privacy and data protection policies, and alignment of data classification levels with Department data.
- Manage projects to support the effective governance of data and information including the assessment of Department data, and existing data protection controls, to determine the data value and risk.
- Establish and maintain working relationships with internal and external stakeholders involved with data classification.
- Prepare reports for stakeholders at a senior management level.
- Produce project plans where objectives are clearly defined and actions for achieving them are clearly specified.
- Manage project risks and issues to ensure project objectives are met.
- Analyse and conceptualise complex data problems and generate strategies to address them.

Branch Support

- Align activities and outputs to the vision and objectives of the Branch and to the needs of the Department.
- Provide support and assistance to ensure achievement of performance targets and standards within the team.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on Directorate committees and working parties.

Customer and Stakeholder Support and Liaison

- Liaise, consult and negotiate with key external stakeholders and interested parties.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated knowledge of data governance, privacy and security legislation that governs the way agencies handle personal information, data privacy and data security.
2. Demonstrated highly developed conceptual and analytical skills, including the ability to identify issues, and provide innovative thinking and strategic options in addressing them.
3. Demonstrated highly developed project management skills, including management of timelines and physical and financial resources.
4. Demonstrated highly developed oral, written, and interpersonal communication skills, including the ability to collaborate, liaise and negotiate with individuals at all levels.

Eligibility and training requirements

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three 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 six months of appointment.

Certification

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

ENDORSED

Date 2 July 2021
Reference D21/0357285