# Job Description Form – Privacy and Responsible Information Sharing Officer

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| **Position number:** | 16640 | **Classification:** | Level 7 |
| **Division:** | Capability and Performance  | **Branch/section:** | Legal Services |
| **Reports to:** | 13854 – Director Legal Services | **Direct reports:** | Nil |

## Position details

## Position purpose

The Legal Services branch delivers the DLGSC in-house legal and freedom of information functions, contributing to the achievement of strategic goals and objectives in compliance with applicable laws and other government and statutory policy obligations.

The Privacy and Responsible Information Sharing (PRIS) Officer supports implementation of the PRIS legislation in line with the DLGSC’s PRIS Readiness Plan.

In collaboration with the DLGSC PRIS Champion, this role will engage in consultation processes with stakeholders to ensure awareness and develop plans and processes to ensure the DLGSC meets its compliance obligations related to the various aspects of PRIS, including data asset management, privacy of customers data and compliance with relevant legislation.

## Context

The Legal Services team provides high level legal and policy advice to the portfolio Ministers, Director General and the senior executive team of Department of Local Government, Sport and Cultural Industries (DLGSC). Legal Services contributes to departmental and divisional strategic and business planning, policy and development processes.

## Responsibilities

The PRIS Officer will assist privacy related projects by supporting changes that improve privacy and information sharing compliance and governance for DLGSC, including:

1. Provides strategic advice on implementation of PRIS legislation and supports the PRIS Implementation Team across all streams of work – including training, support, reporting, change management and policy and process development.
2. Supports the implementation and maintenance of the PRIS Readiness Plan in collaboration with the PRIS Champion, Corporate Executive and operational areas.
3. Assists with the delivery of the PRIS Project, including project scoping, project planning, risk management, schedules and timelines.
4. Liaises with internal and external customers to ensure appropriate feedback is obtained and updates provided on implementation progress.
5. Represents the PRIS Champion, Legal Services team and DLGSC in briefings and awareness sessions as required.
6. Monitors trends in information privacy and governance reforms to determine the impact on DLGSC and provide timely and effective advice, and recommendations, to decision-makers.
7. Provides significant input into policy and process development throughout DLGSC to ensure incorporation of privacy elements.
8. Acts as a central and critical point of contact for all matters arising from the legislation, once it commences, for example, compliance matters, breach notifications, information sharing arrangements, communications and reporting, recordkeeping and governance.
9. Governance and oversight for Privacy Impact Assessments (PIAs) - including guidance and oversight of PIA processes and reviewing assessments to ensure compliance for high-privacy-impact activities.
10. Manages and responds to privacy complaints or concerns, identifies shortcomings and potential areas of non-compliance.
11. Manages notifiable information breaches - including internal/external reporting to Corporate Executive and the Privacy Commissioner, and oversight of assessment, mitigation, and compliance with breach obligations.
12. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
13. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
14. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Selection criteria

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

1. Highly developed knowledge and understanding of legislation and government policy and frameworks relating to records, information and data governance, including current issues affecting information privacy and the ability to apply that knowledge to a large and complex organisation.
2. Demonstrated experience in the management and delivery of department-wide projects to support business objectives.
3. Demonstrated strategic leadership skills to inspire and influence; leverage expertise and resources to achieve quality outcomes.
4. Highly developed interpersonal skills with the ability to work collaboratively, harness the contribution of others, build and sustain effective relationships and foster a positive team environment.
5. High level conceptual, analytical and strategic problem-solving skills with the ability to develop and manage strategies.
6. Excellent written and verbal communication skills including the ability to present complex information in an understandable way to a diverse range of stakeholders.

## Leadership expectations

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Leading Others** context.

Desirable

* Possession of, or progression towards, a tertiary qualification.

## Special Conditions

N/A

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

Other conditions specific to this role are:

* Nil

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| Registration date | 27 February 2025 |