

Principal Consultant - Information and Data Governance

Business and Customer Services

Position number	00044030
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 7
Reports to	Manager, Information Privacy and Data Governance (Level 8)
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 and communication 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.

The Business and Customer Services (BCS) Directorate supports the EBS objectives and outcomes of its customer by providing value for money corporate services through skilled and motivated people. The BCS aims to deliver services within an environment of standardised systems and processes. The services are delivered through the areas of payroll, finance, corporate information, business improvement and capability building.

The objective of the Information Privacy and Data Governance Team is to facilitate the implementation of the *Privacy and Responsible Information Sharing Act 2024* and related mandatory policies and standards, to deliver a compliant information and data governance framework, incorporating processes and systems which will enable the Department to transition to a service which can respond to the WA Act, the WA Information Classification Policy and associated policies and standards governing the identification, classification and use to enable efficient protections and responsible information sharing.

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.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Collaborate with Information Communications and Technology (ICT) and key stakeholders to provide specialist advice including policy development across the system impacted by data collection, information classification and information sharing considerations to inform awareness of responsibilities and capability building to respond to information and data governance requirements.
- Operate with a high degree of autonomy, while receiving broad direction and instruction from the Manager Information and Data Governance, in undertaking complex research and analysis, reporting on issues, and making recommendations to achieve compliant information and data governance outcomes, including system identification and implementation strategies.
- Mentor and assist with the professional development of individuals and the team as a whole.
- Represent, promote, protect and negotiate the intention and interests of the Department and key stakeholders at a senior level in various records and information management and data governance, ICT forums and other arenas.
- Monitor trends in information management and data governance to determine the impact on the Department and key stakeholders and provide timely and effective advice and recommendations to senior management and corporate executive as required.
- Oversee and coordinate the development and delivery of information awareness and training resources and programs with a focus on responsible data identification, collection, classification, protections, use and sharing activities with a focus on schools.
- Provide significant input into the development, implementation and review of the Department's information and data governance framework, including policy and procedures, monitoring and reporting requirements which align with government legislation, policy and strategies.

Selection criteria

1. Demonstrated substantial knowledge and understanding of WA strategies and policies for information and data governance, in particular, experience in the implementation of formalised protections, monitoring and reporting of information and data breaches, and information and data sharing arrangements that deliver efficiencies for the education system.
2. Highly developed skills and experience in the development and implementation of information governance frameworks that demonstrate business improvements for the system with a focus on responsible data identification, protections, collection, classification and sharing.
3. Demonstrated highly developed research and problem-solving skills and the ability to implement information governance such as the WA Digital Strategy, the WA Information Classification Policy and its application to information privacy and sharing requirements and to develop strategies and implement systems to automate process and facilitate reporting.
4. Demonstrated highly developed written, verbal and interpersonal communication skills, including the ability to effectively consult at a senior level, across a broad range of settings within the public and private sectors.
5. Demonstrated highly developed skills in applying strategic thinking and providing strategic options to achieve outcomes; and establishing and implementing effective change management.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 26 May 2025
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