

Principal Consultant - Information Privacy

Business and Customer Services

Position number	00044057
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, information privacy and data governance.

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 lead the establishment and embedding of a compliant information governance framework, incorporating processes and systems which will enable the Department to transition to a service which can respond to the Act, and associated policies and standards governing the collection, use and responsible sharing of personal information.

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 and engage with stakeholders to provide specialist advice, training, and support to inform strategies which enable the system to respond appropriately to information privacy and responsible information sharing requirements.
- Mentor and assist with the capability building, professional development of individuals and the Information Privacy and Data Governance team.
- Operate with a high degree of autonomy, while receiving broad direction and instruction from the Manager Information Privacy and Data Governance, in undertaking research and analysis, in particular of state and commonwealth jurisdictions, reporting on issues, and making recommendations to inform service design and supporting processes.
- Represent, promote, protect and negotiate the intention and interests of the Department and key stakeholders at a senior level in various forums and other arenas.
- Monitor trends in information governance reforms 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 guidance and training resources, including identifying opportunities for efficiencies in developing programs for the application of information privacy processes, monitoring and reporting.
- Provide significant input into the review, development and implementation of the Department's information governance framework, including information privacy policy and procedures, that align with government strategy, policies and legislative requirements.

Selection criteria

1. Demonstrated substantial knowledge and understanding of legislation and government policy and frameworks relating to records, information and data governance, including current issues affecting information security and privacy and the ability to compliantly apply that knowledge to a large and complex organisation.
2. Demonstrated highly developed skills and experience in the development and implementation of information governance frameworks.
3. 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.
4. Demonstrated highly developed skills in applying strategic thinking and providing strategic options to achieve outcomes; and establishing and implementing effective change management strategies.

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 27 May 2025
Reference D25/0446228