

Position Description – Privacy and Information Governance Officer

Position Title	Privacy and Information Governance Officer
Position Number	P0000020
Directorate	Corporate Services
Business Unit/s	Corporate Information Services
Reports to	Service Lead Data and Information Management
Classification	Level 8 – Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth’s central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

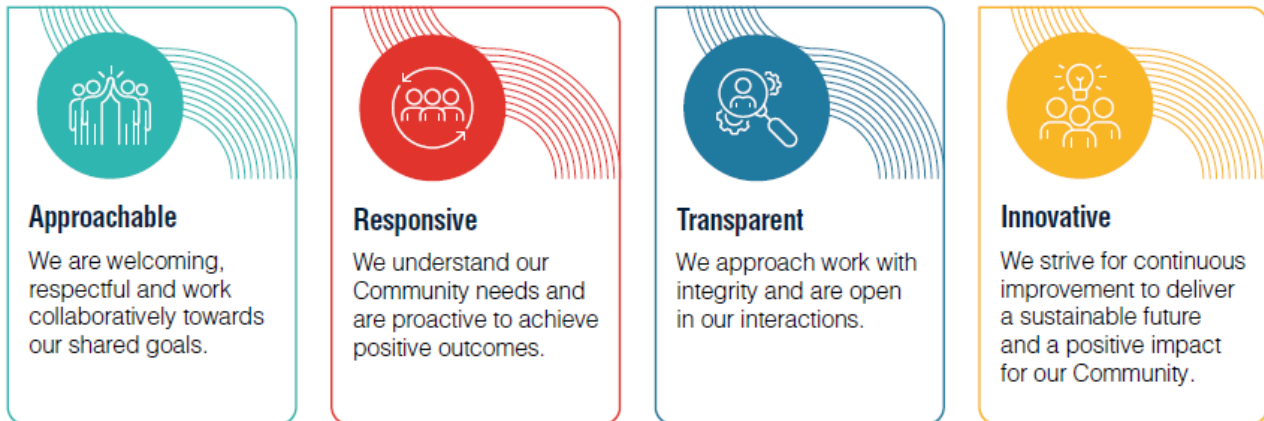
A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling’s core values are:



Reporting Relationships

This position reports to the Service Lead Data and Information Management

Major relationships include the Information Management Lead and the PRIS Project Team.

Business Unit Objective

- Corporate Information Services enables the City's digital future through the delivery of secure, reliable and innovative technology, data and cybersecurity services.
- The team partners with all areas of the organisation to deliver business solutions, digital transformation initiatives and technology-enabled improvements that enhance services to the community.
- Corporate Information Services acts as the City's centre of excellence for digital innovation, enterprise architecture, business systems, data and information management.
- The team provides leadership in architecture, business applications, data and analytics, information management, cybersecurity and enabling technologies, ensuring technology investments deliver sustainable business value and align to the City's strategic priorities.

Position Overview

The Privacy and Information Governance Officer is responsible for coordinating and delivering the City's privacy-related actions arising from the *Privacy and Responsible Information Sharing Act 2024* and associated PRIS reforms. The position provides specialist privacy and information governance support to ensure the City continues to meet its legislative obligations, embeds practical privacy controls, and strengthens the safe, transparent and accountable handling of personal and sensitive information.

Working in tandem with the Information Sharing Officer, the role supports a holistic and coordinated approach to the City's PRIS readiness and ongoing implementation. This includes aligning privacy with the City's business processes, information management practices and broader data and information governance functions.

The position supports the PRIS Champion to move the City beyond initial readiness and into a higher level of privacy maturity now that the legislation is in effect. This includes progressing privacy action items, developing and maintaining privacy documentation, collection notices, privacy management planning, Privacy Impact Assessments, training and awareness activities, and continuous improvement initiatives.

The role acts as a key point of contact for staff, business areas and external stakeholders seeking advice on privacy management practices and the handling of personal information. It identifies, assesses and articulates privacy risks, supports informed and risk-based decision making, and assists the City to respond appropriately to privacy enquiries, complaints, concerns, access or correction requests and incidents involving personal information.

Through practical advice, capability building, governance support and continuous improvement, the Privacy and Information Governance Officer builds organisational confidence, strengthen public trust and support the City's ongoing transition to mature, responsible and privacy-aware information governance.

Position Objectives

The Privacy Officer has the following responsibilities:

Privacy and Responsible Information Sharing (PRIS) activities

- Support the implementation and ongoing monitoring of the City's compliance with the *Privacy and Responsible Information Sharing Act 2024*, the Information Privacy Principles and relevant Office of Digital Government guidance.
- Act as a privacy subject matter expert and first point of contact for staff, leaders, project teams and external stakeholders seeking advice on the City's privacy practices and personal information handling obligations.
- Develop, review and maintain privacy policies, privacy management plans, collection notices, procedures, guidance material, templates and supporting documentation.
- Support the assessment and documentation of information sharing arrangements and initiatives, including privacy considerations, information sharing agreements, risk assessments and supporting governance documentation.
- Coordinate and maintain a register of Privacy Impact Assessments and support business areas to complete PIAs for initiatives, systems, projects, contracts or processes involving personal, sensitive or confidential information.
- Record, assess, manage and respond to privacy complaints, privacy concerns, personal information access or correction requests, and privacy-related enquiries, ensuring alignment with FOI processes where applicable.
- Support the City's data breach response and notification procedures by identifying, assessing, documenting and reporting incidents involving personal information in accordance with legislative and corporate requirements.
- Assist in developing and maintaining a record of the personal information the City holds, including how it is collected, used, disclosed, stored, secured, retained and disposed of.
- Coordinate privacy compliance audits, assurance activities, performance measures, registers and improvement actions to support demonstrable and defensible compliance.

Information Governance

- Support and enable the delivery of the City's Digital Strategy by strengthening privacy governance, information classification, responsible information sharing and secure information handling practices.
- Provide advice on projects, systems, business processes and service delivery activities that involve the collection, use, disclosure, sharing or handling of personal information, including appropriate safeguards to mitigate privacy risks.
- Review existing and proposed arrangements with contracted service providers and provide recommendations to clarify privacy responsibilities, safeguards and accountabilities.
- Support the review, finalisation and rollout of information classification labels, handling standards, procedures and guidance across the City.
- Contribute to the assessment, configuration and implementation of data catalogue, observability, Data Loss Prevention and Microsoft Purview capabilities to discover, classify, monitor and protect personal, sensitive or confidential information across the City's systems.
- Support the development of reporting mechanisms, dashboards and compliance metrics to monitor privacy, PRIS readiness, information classification, DLP and broader information governance performance.
- Identify and implement continuous improvement opportunities that strengthen the City's privacy maturity, information sharing practices, information protection controls and public trust.

Change and Capability

- Build organisational capability and awareness by designing, coordinating and delivering training, guidance, briefings and engagement activities that promote privacy, responsible information sharing and secure information handling.
- Support change management activities required to embed privacy-by-design, privacy impact assessment, breach response, information classification, DLP and information governance practices across business units.
- Provide clear, practical, plain English and customer-focused advice to stakeholders, translating legislative, technical and governance requirements into accessible business guidance.
- Represent Corporate Information Services on relevant working groups, project teams and governance forums to ensure privacy risks, safeguards and information handling requirements are identified early and managed effectively.
- Build and maintain trusted relationships with internal stakeholders, external agencies and members of the public to support transparency, accountability and confidence in the City's privacy practices.
- Undertake research, analysis and projects as directed by the Information Management Lead, including activities that support privacy compliance, PRIS readiness, information governance and the City's Digital Strategy.
- Any other duties from time to time as directed by the Service Lead Data and Information Management.

Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Identify, manage, review and report on Risk in line with the City's Risk Management Framework.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as reasonably directed.

Selection Criteria

Qualifications/Education Level	
Minimum completion of year 12 or Diploma related qualification	Essential
Completion of a relevant tertiary qualification in law, privacy or information governance	Desirable
Knowledge, Skills, Experience & Abilities	
Experience in a privacy, information governance, compliance, risk, information management or data protection related role.	Essential
Demonstrated ability to interpret, apply and provide practical advice on legislation, policy and governance requirements relating to privacy, responsible information sharing, FOI alignment, records, information management and public sector accountability.	Essential
Sound knowledge of the <i>Privacy and Responsible Information Sharing Act 2024</i> , Information Privacy Principles and related privacy, information sharing and breach response requirements.	Essential
Demonstrated experience developing, reviewing or implementing privacy policies, privacy management plans, collection notices, procedures, guidance material, templates or compliance documentation.	Essential
Proven experience in research, analysis, planning and review, including the ability to translate legislative, technical or governance requirements into practical business guidance.	Essential

Ability to facilitate change and prioritise competing tasks while supporting the implementation of new compliance, information governance or technology-enabled processes.	Essential
Demonstrated problem solving skills, including the ability to assess complex information handling issues and recommend proportionate, defensible solutions.	Essential
Excellent organisational skills and the ability to work autonomously, collaboratively and across multiple business areas to deliver outcomes.	Essential
High level verbal and written communication skills, including the ability to prepare clear reports, procedures, training material, briefings and stakeholder communications.	Essential
Ability to provide a high level of customer service to internal and external stakeholders, including delivering advice, training, awareness and induction activities when required.	Essential
Demonstrated ability to coordinate Privacy Impact Assessments, maintain PIA or compliance registers, map personal information holdings, assess privacy risks and support practical risk-based decision making.	Desirable
Knowledge of information governance practices, including information classification, data catalogue or observability tools, Data Loss Prevention, Microsoft Purview or similar compliance and information protection capabilities.	Desirable
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Desirable

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date	15 July 2026	Officer Information Management Lead