



Job Description Form

Manager Freedom of Information

Position Number:	100164	Portfolio:	Strategy and Performance
Classification:	Level 7	Reports to:	Assistant Director Governance Risk and Audit, L8
Location:	Joondalup	Direct Reports:	4

Description

This role is responsible for leading the Department of Water and Environmental Regulation's Freedom of Information (FOI) function, ensuring the effective delivery of the department's obligations in accordance with the Freedom of Information Act 1992, associated legislation and relevant government frameworks.

This position is critical to building information release capability across the department and works closely with senior leaders to identify emerging risks, improve information governance practices, and strengthen transparency, accountability and public trust. The role leads the management, performance and continuous improvement of the FOI function, ensuring services are delivered efficiently, consistently and in alignment with the Department's strategic objectives and legislative obligations.

Responsibilities

In context of above description, the role:

- Leads and manages the FOI function, including setting team priorities, building capability, and fostering a high-performing team culture.
- Oversees the Department's information release function to ensure applications are managed in accordance with the Freedom of Information Act 1992 and associated legislative requirements.
- Reviews and determines complex and sensitive applications and provides expert advice to senior leaders and delegated decision-makers on information release matters.
- Identifies emerging risks and issues associated with information release and provides evidence-based advice and mitigation strategies to support informed decision-making.
- Develops, implements and continuously improves policies, procedures, templates and guidance material to ensure legislative compliance and best practice.
- Designs and delivers education, guidance and support to build information release capability across the Department.
- Builds and maintains effective relationships with internal and external stakeholders to influence outcomes, resolve complex issues and promote consistent application of legislative requirements.
- Represents the Department in proceedings before the Information Commissioner, including external review matters relating to information access applications.
- Provides reporting, analysis and advice on information release activities, trends and risks, including preparing annual statistical returns for the Information Commissioner.
- Communicates with senior leaders and decision-makers to promote transparency, continuous improvement and public trust in the Department's information release practices.
- Maintains records accurately and in accordance with the department's recordkeeping requirements.
- Participates in training and development to continuously improve personal and professional capability.

Artwork developed by Nani Creative in collaboration with DWER and Wongutha artist and designer Kevin Wilson.



- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be [Leading Others](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.



**We serve to
make a
difference**



**We build
trust**



We care



**Open
minds**



**Better
together**

Work related requirements

Read these requirements in context of the above contents.

1. You have extensive experience managing complex and sensitive information release matters under the Freedom of Information Act 1992 or other high-risk legislative or regulatory frameworks, including providing authoritative advice and exercising sound judgement in complex matters. (You think through complexity).
2. You are an experienced people leader with a proven ability to build capability, foster a positive workplace culture, and support high performance through coaching, guidance and workforce development. (You build capability).
3. You have the ability to identify, assess and manage emerging risks, evaluate complex information and develop evidence-based strategies that support governance, compliance and continuous improvement outcomes. (You dynamically sense the environment).
4. You have highly developed communication and relationship management skills, with the ability to influence decision-making, negotiate outcomes and resolve complex issues with internal and external stakeholders. (You lead adaptively).
5. You have a proven ability to lead strategic improvement initiatives, review business processes and implement service enhancements that improve organisational performance, compliance and customer outcomes. (You deliver on high leverage areas).
6. You possess strong planning and organisational skills, including the ability to manage competing priorities, allocate resources effectively and deliver outcomes within legislative and organisational timeframes. (You deliver on high leverage areas).

Special requirements

- The department will conduct a national police check before offering employment.