

Position Description

Position Title	Manager Compliance and Risk
Portfolio	Executive and Corporate Services
Reports To	Chief Financial Officer
Employment Type	Full-Time
Location	West Leederville

Team Overview

This position sits within the Corporate Services team, led by the Chief Financial Officer, encompassing Finance, Compliance and Risk, Technology, and Business Intelligence and Analytics. The team provides trusted advice, contemporary systems and high-quality services that support informed decision-making, strong organisational performance and effective governance.

Position Purpose

The Manager Compliance and Risk is responsible for ensuring that statutory information and governance requirements are identified and actively managed across the organisation. This includes compliance with the *Freedom of Information Act 1992 (WA)*, the *Privacy and Responsible Information Sharing Act 2024 (WA)*, and other relevant legislation. The role is also accountable for business continuity management and organisational resilience, ensuring WALGA can prevent, prepare for, respond to and recover from disruptions.

Key Accountabilities

Compliance, Risk Management and Business Continuity	Enterprise Risk Management <ul style="list-style-type: none"> • Lead the active management of major organisational risks and legislative obligations • Manage WALGA's enterprise risk management framework, ensuring it supports informed decision-making, assurance, and organisational resilience. • Promote a strong culture of risk awareness, active compliance management, and continuous improvement reinforced by education and executive-level reporting. • Own and develop WALGA's Strategic Risk Register. • Develop and implement reporting, including a Key Risk Indicator (KRI) Dashboard. • Provide authoritative advice to the Executive and managers on strategic, operational, emerging and disruption-related risks. • Coordinate acquisition of external legal advice where necessary to inform actions to ensure compliance.
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	<p>Business Continuity Management</p> <ul style="list-style-type: none">• Coordinate WALGA's Business Continuity Management (BCM) system, aligned to the Business Continuity Policy and recognised good practice.• Manage WALGA's Business Continuity Framework, including the relationship and coherence between plans and recovery arrangements.• Support executive readiness for the activation of crisis and continuity arrangements in the event of a significant disruption.• Plan Business Continuity Plan testing to provide assurance of readiness and resilience capability.
<p>Freedom of Information (FOI)</p>	<ul style="list-style-type: none">• Coordinate and embed WALGA's compliance with the Freedom of Information Act 1992 (WA).• Manage FOI applications end-to-end, including scope clarification, coordination of document searches, statutory consultations and engagement with applicants, and issuing decisions.• Ensure FOI decisions are timely, defensible and consistent with legislative requirements, precedent and procedural fairness.• Draft or oversee formal FOI decision documentation, including decision letters, schedules of documents and reasons for decision, applying exemptions and access provisions appropriately.• Provide authoritative advice to executives and managers on FOI obligations.• Coordinate and support internal review and external review processes under the FOI Act, including preparation of briefs and liaison with oversight bodies and legal advisers where required.
<p>Privacy & Responsible Information Sharing (PRIS)</p>	<ul style="list-style-type: none">• Coordinate the organisation's approach to privacy compliance and responsible information sharing under the PRIS Act 2024.• Act as the central point of contact for privacy enquiries, privacy complaints and information breaches.• Provide advice on privacy and information sharing risks, including high-risk or sensitive uses and disclosures.• Coordinate privacy incident, breach and Privacy Impact Assessment (PIA) responses, and build organisational capability through practical guidance and training.
<p>Information Management Oversight</p>	<ul style="list-style-type: none">• Provide governance oversight over statutory compliance of information management with statutory and regulatory requirements.• Work collaboratively with the Information Management function to align processes that support FOI search requirements, access decisions and privacy controls.• Provide advice on information governance risks and policy alignment without assuming responsibility for day-to-day EDRMS administration.



Policy, Training & Organisational Capability	<ul style="list-style-type: none"> • Develop, review and maintain fit-for-purpose policies, procedures, templates and guidance to support compliance. • Translate legislative and regulatory requirements into clear, practical guidance for staff at all levels. • Design and deliver targeted training and capability-uplift activities to embed consistent, compliant practices across the organisation.
Strategic Advice & Continuous Improvement	<ul style="list-style-type: none"> • Monitor emerging trends, case law, guidance and legislative reform relating to FOI, privacy and information governance. • Provide advice and recommendations to executives and managers to improve compliance maturity and reduce organisational risk. • Contribute to organisational reviews, audits and governance reporting as required.

Key Relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Escalate issues with suggestions and provide updates. • Report on progress towards business objectives and future directions. • Provide expert advice and contribute to decision-making • Identify emerging issues/risks and their implications and propose solutions. • Report on progress towards business objectives and discuss future directions.
Direct Reports (if applicable)	<ul style="list-style-type: none"> • Develop and discuss performance against objectives. • Lead, direct, manage and support performance and development. • Guide, support, coach and mentor.
Team	<ul style="list-style-type: none"> • Support a positive environment through teamwork, sharing knowledge and supporting colleagues. • Work collegiately with staff across WALGA on compliance matters.
Stakeholders	<ul style="list-style-type: none"> • Engage with Executive Managers, Managers and when required, State Council and the Finance and Services Committee. • Provide practical guidance on statutory obligations, risk ownership and business continuity responsibilities. • Support managers to identify, assess and manage compliance and risk issues within their areas of accountability. • Information Management team and Information owners across the organisation during the discovery of documents.



External	
Stakeholders External	<ul style="list-style-type: none"> Engage with FOI applicants Act as WALGA's representative on FOI, privacy and information governance matters within delegated authority. Engage with the Office of the Information Commissioner (OIC) WA Management Commission, to seek guidance or respond to external review requests. Liaise with member Local Governments in relation to individual matters and in general sector engagement (such as PRIS working groups, etc.) Liaise with state agencies, preferred suppliers, etc., sharing data subject to PRIS.
Supplier/Service Providers and Consultants	<ul style="list-style-type: none"> Negotiate and manage legal advice and other services. Monitor the provision of service to ensure compliance with contract and service agreements.

Role Requirements

Knowledge and Experience	<p>Essential</p> <ul style="list-style-type: none"> Demonstrated experience in governance, risk, compliance or assurance roles within a regulated environment. Proven experience translating legislative, regulatory or governance requirements into practical, organisation-wide processes, guidance and tools. Working knowledge of information governance concepts, including records management, information accessibility, and privacy considerations. Knowledge of risk management principles. Proven ability and experience to negotiate outcomes and handle sensitive matters with discretion. Demonstrated ability to advise senior leaders on compliance and risk matters, exercising sound judgement in complex or sensitive situations. Experience coordinating cross-functional activities, engaging stakeholders and driving consistent organisational adoption of new processes. Experience with establishing and embedding organisational processes. <p>Desirable</p> <ul style="list-style-type: none"> Experience coordinating or managing Freedom of Information processes, including preparation of decision material and supporting defensible decision-making Working knowledge of privacy and information sharing obligations, including incident management and Privacy Impact Assessments, preferably in a public sector or government-adjacent context.
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	<ul style="list-style-type: none">• Sound understanding of records and information management concepts as they relate to compliance, information accessibility, privacy and discovery obligations.• Knowledge in enterprise risk management and business continuity planning, concepts and frameworks.• Knowledge of business continuity management standards (e.g. ISO 31000 and related BCM guidance).• Experience leading and developing people through effective management, coaching and mentoring.
Qualifications	<ul style="list-style-type: none">• Tertiary qualification in Law, Business, Risk Management, Governance, or a related discipline.
Skills	<ul style="list-style-type: none">• Excellent communication skills, including demonstrated ability to translate complex information for diverse stakeholders.• Highly developed interpersonal, collaborative and influencing skills.• Strong stakeholder engagement and coordination skills, with the ability to work effectively across functional boundaries and influence positive outcomes without direct authority.• Sound analytical and problem-solving capability, including assessing risk, interpreting requirements and identifying practical, proportionate responses.• Strong organisational and prioritisation skills, with the ability to manage multiple matters, meet statutory or procedural timeframes and maintain accurate records.• Demonstrated professional judgement, resilience and discretion when dealing with sensitive, contentious or high-risk matters.• Strong customer service focus and ability to relate to people from varied backgrounds• Ability to work autonomously, exercise initiative and escalate issues appropriately within governance and delegation frameworks.
Behaviours	<ul style="list-style-type: none">• Sets a tone of integrity and professionalism within WALGA and in dealings external to WALGA.• Contribute to a collaborative and inclusive work culture and establish relationships with stakeholders, focusing on building trust and rapport.• Identify opportunities and implement initiatives for ongoing improvement.• Anticipates future trends and proactively adapts decision-making approaches.• Leads by example, demonstrating exceptional accountability in all endeavours.• Applies advanced analytical frameworks to address complex problems.• Demonstrates expertise in managing relationships at a strategic level.• Make timely and effective decisions, seeking advice where needed.• Effectively shape perceptions and outcomes through communication.• Embeds continuous improvement practices into everyday operations.



	<ul style="list-style-type: none">• Build organisational change readiness by anticipating and addressing potential resistance to change.• Create a culture of partnership and collaboration within the organisation and external stakeholders.• Show an awareness of the principles of Workplace Health & Safety and apply them by taking care and being alert about issues in the workplace.• Assist in identifying Workplace Health & Safety risks within the workplace, ensuring that all potential risks are properly reported at senior and manager level.• Foster a culture of openness and support regarding mental health and well-being, encouraging employees to seek help when needed.
Values	<p>Ability to demonstrate and apply WALGA's values:</p> <ul style="list-style-type: none">• Respect - We act honestly, with integrity and respect.• Excellence - We strive for excellence and an environment of continuous improvement.• Accountability - We take responsibility and work openly and transparently.• Collaboration - We value strong relationships and partnerships.• Curiosity - We encourage a spirit of enquiry, and an innovation mindset.