

Position description

Position	Lead – Data Governance and Privacy		
Purpose	To lead Brisbane North PHN's data governance and privacy function, ensuring lawful and ethical access, use and sharing of data through strong controls, privacy-by-design, Privacy Impact Assessments, effective breach management, and organisation-wide capability uplift, enabling trusted data use that supports better outcomes.		
Band	3		
Approval date	April 2026	Approved by	Lisa Smith, Executive Manager Strategy, Operations and Commissioning

Brisbane North PHN

Our vision is a community where good health is available for everyone.

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council and parts of Somerset Regional Council. It covers approximately 4,100 km² of urban, regional and rural areas, with a population of over one million.

We are one of 31 Primary Health Networks across Australia.

We work with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. We then engage stakeholders to design and commission programs and services to meet those needs.

Our PHN's goals:

- Be informed and led by community voice
- Re-orient the health system toward care close to home
- Build capacity of providers to meet health needs of our region

The PHN's values:

- Collaboration: We build strong and enduring relationships to achieve our shared goals.
- Diversity: We are inclusive, fair and responsive to different needs.
- Integrity: We are transparent, respectful and work to the highest standards.
- Courage: We lead new approaches, learn and improve.
- Impact: We deliver outcomes for our community.

Key outcome areas



To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed once a year formally and on an ongoing basis informally with team members and managers.

Role-specific

- Oversee data access, use, and disclosure, ensuring all practices comply with legislation, policy, and ethical standards. Monitor controls and proactively address risks to safeguard organisational data.
- Lead processes for internal and external data sharing, including the drafting and adherence to agreements. Evaluate risks and implement controls to ensure safe and transparent data exchanges.
- Lead the identification, investigation, and reporting of data breaches, overseeing remediation and notifications. Facilitate learning outcomes to continuously strengthen data security.
- Advise as Privacy Officer under the Privacy Act 1988, interpreting legislation and providing expert guidance. Ensure organisational compliance with privacy laws and best practices.
- Embed privacy-by-design principles into new initiatives, system changes, and data projects. Champion privacy-enhancing technologies and processes throughout project lifecycles.
- Conduct and maintain Privacy Impact Assessments (PIAs) to identify and address privacy risks early. Recommend mitigation strategies and monitor their effectiveness.
- Drive privacy, consent, and data risk management, advising on de-identification and disclosure controls. Provide guidance on secondary data use and robust consent processes.
- Build organisational capability through tailored training, governance support, and active stakeholder engagement.

General

- regularly attend team and staff meetings
- contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- communicate effectively and respectfully with all members of the organisation and external stakeholders
- record all interactions in ChilliDB and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- comply with reporting requirements as directed by your manager
- deal with sensitive information in a confidential and professional manner
- complete other reasonable duties and projects as required to meet organisational objectives

Role related details

Relationships

Reports to: Manager – Analytics

Direct reports: Nil

Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 3 – All other staff

Award alignment

Award: Health Professionals and Support Services Award 2020

Level: Support Services Level 9

Key selection criteria

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

Qualifications and experience

- Relevant qualifications or certifications in Data Governance and/or Privacy (desirable)
- Demonstrated experience managing data access, use and disclosure, ensuring compliance with legislation, policies, and ethical standards, and proactively addressing risks.
- Comprehensive knowledge of data governance principles and proven experience providing strategic guidance for their implementation within organisations.
- Strong expertise in privacy, consent, and data risk management (including de-identification, disclosure controls, secondary use, and consent processes), with the ability to embed these practices organisation-wide.
- Experience embedding privacy-by-design principles into projects, undertaking privacy impact assessments and championing privacy-enhancing technologies.
- Proven ability to lead data breach investigations (or similar), remediation, and reporting, with a focus on strengthening data security practices.
- High-level interpersonal and communication skills, including experience delivering training and/or upskilling initiatives
- advanced skills in Microsoft Word, Outlook, Excel and PowerPoint.

Capabilities

The Brisbane North PHN Leadership and Commissioning Capability Framework applies to all roles within the organisation. Please refer to the Framework document found on our Careers page. Applicants are encouraged to address these.

Leadership		Commissioning	
Capability domain	Level / Proficiency	Capability domain	Level / Proficiency
Leads self	Level 1	Commissioning & Service Delivery	Band 3 - Expected
Engages other	Level 2	Contract & Performance Management	Band 3 - Expected
Achieves Outcomes	Level 2	Collaboration & Stakeholder Engagement	Band 3 - Expected
Drives innovation	Level 2	Project Management & Governance	Band 3 - Expected
Shapes systems	Level 2	Probity, Compliance & Risk Management	Band 3 - Expected
Bases decisions on available evidence	Level 2	Continuous Improvement & Evaluation	Band 3 - Expected

Other

A current driver's licence is desirable and use of a personal vehicle may be required, including travel between the PHN offices. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)