



Job Description Form

013440 Principal Records Officer

Business Solutions and Governance Branch

POSITION DETAILS

Classification Level:	7
Award/Agreement:	PSA 1992 / PSGOGA 2014
Position Status:	Permanent
Organisation Unit:	Corporate Support Division, Knowledge, Information & Technology Directorate
Physical Location:	Perth CBD

REPORTING RELATIONSHIPS

Responsible to: 013029 Assistant Director, Business Solutions and Governance, Level 8

THIS POSITION: 013440 Principal Records Officer – Level 7

Direct reports: TBD

OVERVIEW OF THE POSITION

The Knowledge, Information and Technology (KIT) directorate is accountable for a broad remit of information management encompassing Information, Communication and Technology systems, and services all aspects of business intelligence, information management and, legislative compliance. In order to successfully deliver its accountabilities, the directorate is segregated into four branches: Legal and Legislative Services, Business Intelligence and Reporting, Business Solutions and Governance and Technology Systems. Cross functional integration and customer focus are essential for the directorate to continuously improve its services, proactively identify and meet stakeholder requirements.

The Business Solutions and Governance Branch is responsible for the development and delivery of solutions within a governance and information security system. It also ensures data (which is the foundation of the Department's information) is readily available to stakeholders.

The Principal Records Officer will lead a team and be responsible for the delivery of information and records management services for the department, including the management and use of electronic

document and records management systems. The Principal Records Officer will lead the assessment and development of information and records lifecycle management processes and ensure the storage, security and backup of departmental information and records.

The Principal Records Officer will work across the KIT Directorate/Divisions to ensure recordkeeping considerations are incorporated into business solutions. They will also be responsible for the preparation and implementation of a digitisation strategy whilst ensuring information security. The Principal Records Officer will also be responsible for the development and implementation of training that is fit for purpose and able to be embedded into work practices for the creation, storage and use of information.

JOB DESCRIPTION

As part of the Business Solutions and Governance team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

- Leads and manages a team responsible for the management of departmental records, information and records management systems;
- Manage the delivery of information and records services for the department that include the provisioning of services for archiving, retrievals creations and digitization.
- Lead the development, implementation and maintenance of information and records lifecycle management protocols standards and policies to monitor and ensure the accuracy and storage of business intelligence and information;
- Provide advice and direction on recordkeeping activities and initiatives to support the Department's compliance with statutory obligations;
- Ensure the management and administration of storage, security and availability of records;
- Develop and implement fit for purpose training and support frameworks for the creation, storage and use of information;

- Responsible for coordination of departmental mail processes, including the internal document-delivery service. Develops and implements a digitisation program to improve the accessibility of departmental records working across business areas to deliver integrated record keeping solutions;
- Supports the operations of the Business Solutions and Governance Branch by actively contributing to discussion around emerging issues and trends, and acts as a positive change agent, promoting continuous improvement in a multi-disciplinary environment of reform
- Other duties as required.

JOB RELATED REQUIREMENTS

In the context of this position, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; provide direction to others regarding the purpose and importance of their work , set work tasks that align with strategic objectives and communicates the expected outcomes, understand the Department's objectives and aligns project activities accordingly, consider the ramifications of identified issues and evaluate their potential impacts on work plans and operational goals, gather and investigate information from a range of sources and explore new ideas and different points of view, investigate best practice approaches that may enhance service delivery are important for this role.

Achieve Results

The ability to; critically review project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, identify key talent that will enhance and support performance, remain flexible and responsive to changes in requirements, seek specialist expertise and capitalise on the expert knowledge and skills of others, set clear plans and timeframes for project implementation and outlines specific activities that support success, respond in a positive and flexible way to change and uncertainty, share information and own expertise with others, see projects through to completion, monitor project progress and adjusts plans as required to meet deadlines, commit to achieving quality outcomes and seek feedback from stakeholders to gauge satisfaction are all fundamental to this role.

Builds Productive Relationships

The capacity to; build and sustain relationships with a network of key people internally and externally, be proactive in offering assistance for a mutually beneficial relationship, anticipate and be responsive to internal and external clients' needs, involves, encourages and recognises the contributions of people, consult and share information and ensures that others are informed of issues, work collaboratively with the team, encourage the exploration of diverse views and try to see things from different perspectives, identify learning opportunities and strengths within the team and delegate tasks accordingly, set clear performance standards and provide timely praise and recognition, provide constructive objective feedback in a manner that gains acceptance and achieves resolution, deal with poor performance promptly are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

This role requires; a high level of personal commitment to integrity, professionalism, probity and personal development, adherence to the Code of Conduct, the ability to stand by own position when challenged, to seek advice and guidance when required, takes personal responsibility for meeting objectives and shows initiative and acts proactively to progress work to meet deadlines, able to

remain positive and respond to pressure in a controlled manner – continues to progress work despite criticisms and setbacks, a strong commitment to learning and self-development and acceptance of challenges and new opportunities. Engage with risk by providing impartial and forthright advice, constructively challenging important issues and proposing solutions. Actively identifies and manages risk issues escalating as required.

Communicates and Influences Effectively

A demonstrated ability to: present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences, approach negotiations with a strong grasp of key issues, able to frame persuasive arguments that take account of opposing views, encourage support from relevant stakeholders, strive to achieve outcomes that benefit both parties are all requirements for this role.

Role Specific Criteria

- Knowledge of the information lifecycle and records management principles, practices and statutory requirements.
- Demonstrated skills and knowledge of information/records management, digitisation strategies, policies, standards and systems, including electronic document management systems.
- Experience in the use, maintenance and implementation electronic document and records management solutions.

SPECIAL REQUIREMENTS/EQUIPMENT

Nil

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COMMISSIONER

Signature: _____ Date: _____

HR CERTIFICATION DATE: _____