



# Job Description

## Information Compliance Supervisor Level 3

---

<b>Position Number:</b>	00035723	<b>FTE:</b>	1.0
<b>Directorate:</b>	Corporate	<b>Agreement/Award:</b>	Public Service Award 1992
<b>Branch:</b>	Information and Communications Technology		Public Service and Government Officers General Agreement 2014 or as replaced
<b>Location:</b>	West Perth		
<b>Permanent/Temporary Position:</b>	Permanent		

---

### Reporting Relationships

*Reports to:*

Records and Information Services Manager, Level 6

*Other officers reporting to the above office:*

Nil

*This Office – officers under direct responsibility:*

Records and Information Officer, Level 2 (3 x 1.0)

---

### Key Role Statement

The Information Compliance Supervisor undertakes key records management duties on behalf of the Department and supervises the daily operations of the Records and Information Officers.

---

### Key Responsibilities

- Supervises the day-to-day operations of the Records and Information Services section.
  - Ensures that departmental records and information are managed in line with the *State Records Act 2000* and other relevant legislation and regulations.
  - Responsible for ensuring the documented and approved practices and procedures in the Record Keeping plan are communicated to all staff and applied within the Department.
  - Under the direction of the Records and Information Services Manager, the position is responsible for disposition processes referenced within the Record Keeping Plan.
  - Ensures processes are adhered to and that a consistent and customer focused Records centre of excellence is maintained.
  - Assists the Records and Information Services Manager with the development, implementation and maintenance of the Department's Record Keeping Plan.
  - Assists with the development and review of policies, practices and procedures relating to the management of documents, records and mail services.
  - Provides support to Departmental staff in relation to the management of corporate information and the use of the Electronic Document and Record Management System (EDRMS).
  - Coordinates training and awareness sessions for staff in relation to records keeping and the use of the EDRMS.
  - Monitors requests for service relating to the records and information management branch and ensure such requests are allocated, and resolved in the most efficient and timely manner possible.
  - Assists the Records and Information Services Manager in maintaining the Department's records Business Classification Scheme (BCS) and retention and disposal schedules.
  - Undertakes the role of the FOI co-ordinator on behalf of the Department in accordance with the *Freedom of Information Act 1992*.
-

---

**Selection Criteria****Essential**


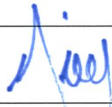
- Considerable experience in records and information management practices and an understanding of electronic document management systems, the *State Records Act 2000* and the *Freedom of Information Act 1992*.
- Demonstrated supervisory skills including the ability to work in, and foster a team environment.
- Demonstrated analytical skills, including the ability to identify and resolve problems and exercise initiative.
- Demonstrated good oral, written and interpersonal skills with an ability to liaise with all levels of staff with a focus on customer service.
- Demonstrated good planning and organisational skills including the ability to prioritise work loads.

**Other Requirements**

1. May be required to work from any Department worksite.
- 

**CERTIFICATION**

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Director		Director General	
Name:	Darren Pointer	Name:	Anne Driscoll
Signature:		Signature:	
Date:	4/12/17	Date:	4/12/17

**HR USE ONLY**

Date Registered on TRIM:	5/12/2017.	TRIM Reference No.	F15/0013312
--------------------------	------------	--------------------	-------------