



# Job Description Form

## STATE RECORDS OFFICE OF WESTERN AUSTRALIA

The State Records Office of Western Australia (SRO) is the government information management authority which, on behalf of the State Records Commission, regulates record keeping through the development of a whole-of-government framework. It is also the custodian of the State Archives Collection for Western Australia.

### Our Vision:

- To ensure permanent accessibility to the essential evidence of the business of government in Western Australia

### Our Mission:

- To serve the people of Western Australia by strengthening the management of government information and ensuring State archives are discoverable and accessible.

### Our Organisation Values:

- To act with integrity, impartiality and professionalism
- To uphold the principles of openness and accountability
- To promote innovative and creative solutions
- To nurture positive and productive working relationships and partnerships
- To recognise the talent of our staff and to support, motivate and assist them reach their full potential

## POSITION DETAILS

<b>Position Title:</b> Change Manager	<b>Position Number:</b> 14557	<b>Classification Level:</b> Level 7
<b>Directorate:</b> State Records Office	<b>Award/Agreement:</b> PSA 1992/ PSGO CSA GA	<b>Location:</b> Perth Cultural Centre
<b>Reports To:</b> 10940 – State Archivist and Executive Director - Level 9		
<b>Direct Reports:</b> Nil		

## PURPOSE OF THIS POSITION

The Change Manager reports to the State Archivist and Executive Director State Records and leads a change program undertaking a significant transformational initiative to improve service delivery, adapt State Records standards and guidance material to support digital transformation; and assist WA Public Sector agencies to realise improved discoverability and access to records and archives.

## KEY RESPONSIBILITIES OF THIS POSITION

### Role Specific Responsibilities:

#### 1. Strategic Leadership and Advice

- Identifies information management issues and potential solutions critical for enhanced information management for whole-of-government application.
- Formulates background, issues and strategy papers for the Director State Records and Department of Local Government, Sport and Cultural Industries Corporate Executive.
- Prepares advice for Ministerial and other briefings on whole-of-government information management.
- Develops and implements change management plans which are consistent with existing standards, policy and legislation and practice in customer service.
- Represents SRO interests on committees and working groups as required.

#### 2. Efficient operations

- Recognises opportunities to enhance service delivery and capitalise on these through the development and implementation of innovative and effective change strategies.
- Maintains focus and alignment on the mission of the organisation in delivering reforms that are significant and sustainable;
- Ensures that department resources including financial, technological and information requirements are managed to maintain high-quality service delivery.

#### 3. Capacity building

- Provides advice to Public Sector agencies to enable their compliance with State records legislation, whole of State Government objectives for information management and accountability and agency needs.
- Actively contributes to achieving whole of State Government objectives including for information management and accountability.

#### 4. Culture and Values

- Leads by example through a personal commitment to high quality customer service, teamwork, equity, integrity and personal learning.
- Facilitates cultural, organisational and management reforms within and across teams through leadership and engagement.
- Works to improve communication and model integrity and respect in all interactions.
- Performs other duties as required.

### Corporate Responsibilities:

1. Demonstrates the values of the SRO, State Library of WA and Department of Local Government, Sport and Cultural Industries.
2. Adheres to the Public Sector Code of Ethics and the Department's Code of Conduct.
3. Acts safely and in accordance with the Department's Occupational Health and Safety Policy and Procedures.

## WORK RELATED REQUIREMENTS

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***Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of the position:***

### **Essential:**

In the context of the role specific responsibilities of this position, the ability to demonstrate the following skills, knowledge and experience:

#### **1. Shapes and Manages Strategy**

- Focuses strategically and inspires a sense of purpose.
- Harnesses information and opportunities.
- Anticipates risk and capitalises on innovative solutions.

#### **2. Achieves Results**

- Recognises opportunities to enhance product/service delivery and capitalise on these through effectively developing and managing change strategies.
- Focuses on activities that support organisational sustainability and continuous improvement.
- Leads initiatives to achieve successful outcomes, sometimes within challenging timeframes.

#### **3. Builds Productive Relationships**

- Facilitates cooperation and appropriate partnerships.
- Nurtures internal and external relationships.
- Values individual differences and diversity.
- Actively influences where required.

#### **4. Exemplifies Personal Integrity and Self Awareness**

- Demonstrates and promotes Public Sector values and the Code of Conduct.
- Persists and focuses on achieving objectives even in difficult circumstances.
- Displays a positive attitude and is controlled under pressure.
- Demonstrates self-awareness and a commitment to personal development.

#### **5. Communicates and Influences Effectively**

- Confidently presents messages in a clear, concise and articulate manner.
- Seeks to understand the audience and adapts the communication style and message.
- Anticipates reactions and prepares an appropriate response.
- Approaches negotiations with a convincing and balanced rationale.
- Acknowledges and addresses disagreements to facilitate mutually beneficial solutions.

### **Desirable:**

Experience with implementation of data/information catalogue systems (e.g. Access-to-Memory, CKAN), Electronic Document and Records Management Systems (EDRMS) and configuration of Office 365.

## APPOINTMENT PRE-REQUISITES

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**Appointment to this position is conditional on:**

1. Completion of 100 point identification check.
2. Evidence of the right to work in Australia.
3. Successful pre-employment Integrity Check.
4. Successful Criminal Record Screening Clearance (no older than 6 months)

## SPECIAL CONDITIONS

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1. Occasional out of hours work.
2. May be required to travel intrastate and / or interstate.

## CERTIFICATION

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

..... Date (DD/MM/YYYY)  
Manager Signature

..... Date (DD/MM/YYYY)  
Employee Signature

**Effective Date:**

24/10/2019

*(JDF registered date)*