



Senior Information Management Officer

Branch:	Information Management Services
Directorate:	Business Information Systems
Position Number:	00025287
Classification:	Level 3
Physical Location:	Perth (William Street)
Award/Agreement:	Public Service Award & Public Sector CSA Agreement 2024

Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



Working **together**, we get things done.



Looking after **ourselves** and supporting **others**.



Always open to **possibilities**.



Taking ownership, we **deliver**.

Overview of the directorate

Business Information Systems (BIS) manages the Information Technology functions, Information Management services and Information Communication and Technology (ICT) operating model and governance for DTMI.

Our vision is to be a valued business partner to enable DTMI to achieve its vision.

Our purpose is to support our clients' capability by providing tools that enable them to excel, secure environments to translate data to knowledge and expert technology advice to meet DTMI's vision.

Our strategic objectives:

1. Enable DTMI Customers.
2. Meet legislative and compliance requirements.
3. Make our applications enable our people.

4. Provide effective, efficient and reliable IT services.

We value our corporate partners and strive for excellence in service delivery.

Overall purpose of the role

The position is responsible for providing records management services including classification of documents and correspondence, file management, maintaining the life cycle management of departmental records, and provides guidance and support to assist the team to deliver quality output and customer service across the Department of Transport and Major Infrastructure.

Work description

Undertakes the processing of more complex information management and customer complaint and feedback issues.

Provides training to staff and other users in the application of practices and processes as related to information management.

Assists in the development of information management tools, such as Data Entry Conventions, Business Classification Scheme and Retention and Disposal Schedules for use across the Department of Transport.

Undertakes the opening, receipt, processing and registration of documents and correspondence, using the Electronic Document and Records Management System (EDRMS).

Creates, maintains and manages (physical and electronic) files in accordance with Branch Policies and Procedures, the Department's Business Classification Scheme and Retention and Disposal Schedules.

Undertakes retrieval and return activities of records/archives at the offsite storage facilities.

Interprets and applies legislation, policies and procedures in relation to records management principles.

Assists in the coordination of the digitisation and back-scanning projects.

Monitors integrity and accuracy checks on information entered into the information management system.

Works with other members of the team to ensure continuous improvement and delivery of an efficient and effective service to clients

Prepares files for offsite storage, archiving and destruction.

Assists the Coordinator Recordkeeping and Operations with appraisal and sentencing of records in accordance with procedures and retention and disposal authorities. Liaises with a range of internal stakeholders in relation to information / records management queries.

Arranges the purchase of office consumables as directed.

Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

1. Demonstrated experience in an information management environment with an understanding of relevant legislation and standards.
2. Knowledge of the use of an Electronic Document and Records Management Systems (EDRMS).
3. Verbal, written and interpersonal communication skills with the ability to liaise and consult with a range of internal stakeholders and customers in variety of contexts.
4. Analytical and problem solving skills.
5. Ability to plan, prioritise and organise workloads to meet agreed timeframes.
6. Ability to work autonomously but also as a member of a multidisciplinary team in contributing to the achievement of team goals.

DESIRABLE:

Nil

Reporting relationships

Team Leader FOI and Information Management Services, Level 6



Coordinator Recordkeeping and Operations, Level 5



This Position



Nil

Allowances/Special conditions

1. Works across DTMI locations situated within the metropolitan area as and when required.
2. A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

Certification

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

Executive Director

People and Culture