



Information Management Analyst

Branch: Information Management Services
Directorate: Business Information Systems
Position Number: 00028010
Classification: Level 5
Physical Location: Perth (William Street)
Award/Agreement: Public Service Award & Public Sector CSA Agreement

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.



COLLABORATION

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



WELLBEING

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



ADAPTABILITY

Always open to
possibilities.



ACCOUNTABILITY

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.

Choose an item.

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

Drives organisational change through the deployment of complex business and information management technology solutions.

Provides leadership in information management process mapping to visualise current workflows, identify areas for improvement and uncover inefficiencies and bottlenecks, paving the way for streamlined operations and enhanced productivity through technology.

Work description

- Leads and coordinates complex business analysis and business process modelling to support the development of contemporary information management practices and solutions.
- Translates suggested analysis of information management options into requirements to assess possible applications or enhancements in consultation with business representatives.
- Provides specialist advice and oversight for business support services to support the implementation of technology solutions and changes to the Departments information management systems.
- Works collaboratively with BIS technical staff by actively contributing to discussions around emerging issues and trends, and acts as a positive change agent, promoting continuous improvement in a multi-disciplinary information management environment.
- Leads stakeholder engagement and change management activities to ensure adoption of new systems and processes
- Represents the Department in relevant forums and working groups, contributing to policy development and strategic planning for information and records management.
- Monitors and evaluates system performance and user adoption, recommending improvements and reporting on outcomes to senior stakeholders.
- Provides mentoring and guidance to team members to build capability and support professional development in information management.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Choose an item.

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 the analysis and development of contemporary information and records management solutions supported by technology, including leading complex initiatives.
2. Demonstrated experience working in collaboration with all levels of staff to determine their business practices and information needs, with the ability to influence and drive change.
3. Knowledge of recordkeeping legislation, policies, standards and procedures as required.
4. Well-developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service in a complex environment.
5. Proven ability to manage projects and competing priorities to deliver strategic outcomes.

Desirable:

1. Knowledge of project management principles and/ change management principles.

Choose an item.

Reporting relationships

Chief Information Officer, Class 1



Director Information Governance, Level 8



This Position



Nil

Allowances/Special conditions

- 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**