

Position description – Information Management Coordinator

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Job details

Position number:	6094	ANZSCO:	599999
Classification:	Level 4	Business Unit:	Corporate Services
Leadership Context:	Personal Leadership	Report to:	Manager Information Management
Date updated:	19 February 2026	Direct Reports:	Nil

About the role

As an organisation, we incorporate our values into everything we do and support a diverse and inclusive work environment. We recognise that unique perspectives, ideas, and contributions help strengthen and build our team, which ultimately benefits our members.

GESB's purpose is to help members achieve a quality retirement. We do this by responsibly managing their retirement savings, delivering competitive long-term investment returns and offering relevant support so they can make informed decisions.

The Information Management Coordinator supports the development, implementation and continuous improvement of information and recordkeeping practices across GESB. The role contributes to information management policies, procedures, tools and training and assists in ensuring compliance with the State Records Act 2000. This role is also responsible for the accurate capture, management and disposal of corporate records in accordance with legislative requirements, and plays a key role in stakeholder liaison, staff education and the effective use and administration of electronic document and records management systems (EDRMS).

Reporting to the Manager Information Management, you will be part of the Records Management team that sits within the broader Corporate Services business unit.

This business unit is responsible for a range of corporate support and governance functions that are aimed at enabling GESB to operate effectively and sustainably.

Responsibilities

The Information Management Coordinator:

Communication and stakeholder liaison

- Provides support and advice to staff on information management practices and systems
- Liaises with staff and responds to enquiries relating to information management requirements and practices in a timely manner
- Builds and maintains effective working relationships with staff to continually develop and improve information management processes and culture
- Provides training and education to staff and promotes awareness of staff recordkeeping responsibilities under GESB's recordkeeping plan and the appropriate use of the Records Management System (RMS)

Information management

- Assists with the development, implementation and review of information management policies, procedures and processes including GESB's Recordkeeping Plan
- Assists in the development and maintenance of information management tools, such as data entry conventions, business classification scheme and retention and disposal schedules
- Contributes to and completes information management projects with minimal supervision
- Assists in the creation, preparation, maintenance and review of training content and various materials to promote best practise recordkeeping
- Monitors integrity and accuracy checks on information within the RMS
- Compiles statistics and produces reports when required
- Identifies, classifies and captures records into approved recordkeeping systems in accordance with approved procedures, best practice and legislative requirements
- Manages and maintains user provisioning within the RMS including security and access requests
- Manages the lifecycle of GESB records including applying appropriate retention and disposal schedule, disposal of records where required, box processing, scanning and managing physical records for offsite storage
- Undertakes mail processing including receipting, sorting and dissemination of documents

Other accountabilities

- Maintains an awareness of contemporary issues and knowledge of relevant legislation, standards and best practice relevant to the role
- Promotes and models behaviour consistent with GESB's values, Code of Conduct and the WA Public Sector Code of Ethics
- Operates within GESB's Governance Framework, relevant policies and procedures, and other legislative requirements in accordance with the role
- Performs other duties as required that support GESB's operations and strategic priorities

Leadership expectations

At GESB, we believe all our people are leaders and displaying leadership behaviours in the context of your role helps us achieve our purpose, vision and mission, while building a positive and supportive workplace.

[Leadership Expectations](#) provide a clear explanation of the expected leadership behaviours for all employees.

The leadership expectation for this role is [Personal Leadership](#).

Leaders in this context make a direct and immediate difference to GESB. They work within a defined area of responsibility, and with personal accountability, to deliver results that support their team and the organisation to deliver our strategic objectives.



Work related requirements

- Demonstrated experience in a corporate information management environment, with sound knowledge of relevant practices and legislative requirements
- Demonstrated experience in delivering information management services, including the development and maintenance of information management tools
- Demonstrated experience in the administration and use of an Electronic Document and Records Management System (EDRMS)
- Well-developed communication and interpersonal skills together with the ability to liaise and consult with a range of stakeholders in various contexts
- Demonstrated analytical and problem-solving skills
- Ability to perform physical work, including regularly moving archive boxes up to 15 kilograms

Special requirements

To be eligible for appointment to the **Western Australian public sector**, successful applicants must provide documentary evidence of their:

- **Date of birth**
- **Work eligibility in Australia:** Certificate of Australian citizenship, evidence of permanent resident status, an entitlement to live and work indefinitely in Australia (applies to permanent appointments) or temporary visa with entitlement to work (applies to fixed term appointments)
- **National Police Clearance:** successful applicants will be required to undergo a National Police Clearance at GESB's expense
- **Essential qualifications:** as specified in the work related requirements

Acknowledgement of Country

GESB acknowledges the Traditional Owners of the land on which we stand. We pay our respects to Elders past and present. Through the waters we wade, the air we breathe, the lands on which we live and travel, we honour the presence of these ancestors. It's because of their strength and resilience that we continue to stay strong and connected to their culture.

Today, we walk proudly in the footsteps of those who came before us — the Whadjuk people of the Noongar Nation — and extend our respect to all Aboriginal and Torres Strait Islander peoples whose lands we travel across. When travelling, we acknowledge the Traditional Owners of the land we are on.