



Job Description Form

Senior Records Management Consultant

Business Unit: Corporate Services

Branch: Information Technology

Position Number: AUD01229

Location: Perth CBD

Direct Reports: 0

Level: 5

Indirect Reports: 1

Organisational context

Corporate Services aims to demonstrate exemplary public sector corporate management in its delivery of communications, corporate governance, finance, human resources, and information technology that supports the effective and efficient delivery of the services of the Office of the Auditor General (OAG).

Information Technology (IT) is responsible for OAG's technical infrastructure, including the management of hardware, software, networks and systems. The branch also delivers IT services and support, oversees cybersecurity, provides records management services, and includes the project management function.

Position statement

The Senior Records Management Consultant administers and supports the Electronic Document Record Management System (EDRMS) and other business systems, managing upgrades and resolving issues. The position coordinates change management processes, policies and projects, ensuring governance and compliance requirements are maintained across the OAG.

Leading others

We believe all our people are leaders irrespective of their role. Leadership in this first formal leadership position is about motivating and enabling others to deliver high quality work that contributes to the agency.

Position responsibilities

Information management and system administration

- manages the administration of the EDRMS, including configuration, security and maintenance tasks, to meet business requirements
- liaises with internal and external stakeholders to resolve complex EDRMS issues, and implements system changes and enhancements
- provides high-quality information management advice and assistance
- assesses information management functionality in existing and new business systems against relevant standards, and provides advice on solutions and compliance
- participates in digital transformation processes, providing information management advice and recommendations that comply with relevant legislation and standards
- coordinates the development, implementation and review of information management policies, processes and procedures to deliver a contemporary service
- maintains an awareness of contemporary information management practices and provides recommendations on continuous improvement initiatives.

Training

- develops, facilitates and delivers training relating to the use and application of the EDRMS to ensure user requirements are met
- provides advice and support to business units in the development and implementation of processes relating to information management
- provides advice, coaching and mentoring to the records management team to develop and enhance their capabilities as part of service delivery.



Other

- applies the guidelines and principles of the Western Australian Public Sector Code of Ethics and the OAG's Code of Conduct.
- performs other duties as required.

Suitability requirements

Qualification requirements

- a tertiary qualification in information management or other relevant discipline or equivalent experience.

Job requirements

- substantial experience in an information management environment, including a strong understanding of relevant legislation and standards and demonstrated conceptual, analytical and problem-solving skills
- substantial experience coordinating and delivering a contemporary, customer-focused corporate information service
- significant experience administering EDRMS
- experience delivering innovative improvements in information management and business processes.

Leadership expected behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leader of Others](#), the following outlines those that are required to undertake this role:

- **Lead collectively** - You coach those you influence so they connect their work with the operations of the agency.
- **Think through complexity** - You approach problems with curiosity, seek to understand and identify the root causes of problems and initiate solutions with confidence.
- **Dynamically sense the environment** - You seek to understand the root cause of problems by investigating multiple sources of information.
- **Deliver on high leverage areas** - You continually improve all aspects of your work area, keeping an open mind to explore innovative alternatives.
- **Build capability** - You lead development and focus on processes and activities in your team and domain of expertise.
- **Embody the spirit of public service** - You ensure your work practices and those of your team or work area are in accordance with the policies and procedures of your agency.
- **Lead adaptively** - You proactively participate in learning opportunities, reflect on your learnings and, with appropriate support, actively implement them.

Position conditions

- appointment is subject to a satisfactory National Police Clearance.

Certification:
