



HSS Registered

Manager Records and Compliance

Health Salaried Officers Agreement; G9

Position Number: 00013695

**Organisational Development/ Project Management Office
Child and Adolescent Health Service (CAHS)**

Reporting Relationships

Executive Director Organisational Development
HSO Class 1
00013461



Director Program Management Office
HSO TBD
00013534



This Position



Reporting to this position:

Title	Classification	FTE
• To be determined		

Also reporting to this supervisor:

- Project Manager; HSO G10
- Senior Project Officer; HSO G8
- Project Officer; HSO G6

Key Responsibilities

Manages strategic knowledge management issues, and advises the Child and Adolescent Health Service (CAHS) Executive on operational compliance with the whole-of-government direction in records management.

A key focus of this role is to innovatively improve record and knowledge management to ensure CAHS meets business and legislative requirements in record keeping. This includes expanding the capability of CAHS to achieve best practice Records and Knowledge management through the implementation of the Electronic Document Records Management System (EDRMS).

Brief Summary of Duties

1. Management and Leadership

- Responsible for the development and maintenance of the CAHS Record Keeping Plan in collaboration with service areas.
- Provides leadership to implement electronic document records management system (EDRMS) throughout CAHS.
- Implements the CAHS Record Keeping Plan to manage the development of business processes that support the acceptance of record keeping changes consistent with legislative requirements.
- Leads a service that is innovative, customer focussed and highly efficient.
- Manages the human, financial and physical resources of the unit.
- Provides high-level advice and support to the executive and senior management on compliance with the *State Records Act 2000* and other relevant legislation and standards.
- Supervises and provides professional development to employees in the operation of the EDRMS, processes and procedures.

2. Information and Knowledge Management

- Coordinates the review of recordkeeping practices across CAHS in accordance with the CAHS Record Keeping Plan.
- Develops and reviews the CAHS records classification systems and indices for accuracy and effectiveness.
- Manages records retention and disposal processes in accordance with relevant legislation.
- Develops strategies for improvement by providing advice and support to executive and senior management regarding appropriate knowledge management and compliance strategies.
- Provides accurate and timely reporting and evaluation within relevant prescribed frameworks, to meet organisational standards.

3. Policy and Planning

- Contributes to shaping strategic corporate plans which influence those systems relevant to trends in Knowledge Management.
- Liaises and consults with stakeholders and senior management, in the development, implementation and evaluation of the CAHS Record Keeping Plan to meet business needs.

4. Project Management

- Anticipates opportunities and trends, and initiates change and innovation related to records and compliance.
- Liaises and consults with key internal and external stakeholders to positively manage and implement change effectively.
- Represents CAHS on intra/inter organisation forums in regard to records and compliance.

5. CAHS Governance, Safety and Quality Requirements

- Ensures as far as practicable, the provision of a safe working environment in consultation with employees under their supervision.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process and undertakes ongoing performance development review with employees under their supervision.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as required.

Work Related Requirements

Essential Selection Criteria

1. High level of knowledge management experience including the ability to implement innovative record management solutions (EDRMS), together with a demonstrated understanding of legislation, issues and trends in information and knowledge management in government.
2. Well-developed leadership and supervisory skills with demonstrated experience in successfully leading and managing a client focussed EDRMS team.
3. High-level communication and interpersonal skills with the ability to liaise with stakeholders at all levels across a diverse range of matters.
4. Well-developed problem solving skills with an ability to conceptualise, analyse and solve complex issues.
5. High level planning and project management skills including the ability to manage complex projects and multiple tasks with competing timeframes.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Relevant tertiary qualification (or progress towards) in records management.

Appointment Pre-requisites

Appointment is subject to:

- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity check
- Successful Pre-Employment Health Assessment

Certification

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

Manager / Supervisor Name	Signature or	HE Number	Date
Directorate/ Dept. Head	Signature or	HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
---------------	--------------	-----------	------

HSS Registration Details (to be completed by HSS)

Created on	December 2016	Last Updated on	15 December 2016
-------------------	---------------	------------------------	------------------