



Job Description

Position Title:	Senior Information Officer	Classification:	Level 3
Position Number:	MIS18081	Location:	Cannington
Division/Group:	Corporate Services	Supervises:	0
Branch/Section:	Corporate Information Branch	Reports to:	Coordinator Corporate Information

Operational Context

The Corporate Information Management (CIM) Branch provides leadership, direction, advice and support to facilitate information access and management across the department. The CIM team supports all DMIRS employees to comply with their legal record keeping responsibilities by: maintaining and implementing the department's approved Record Keeping Plan, monitoring information management and record keeping practices, developing and delivering quality systems, training and coaching and delivering efficient and effective services.

Role Overview

The Senior Information Officer is a position within the Aboriginal Employment Program (AEP). This role acts as a subject matter expert (SME) and liaises with internal stakeholders of applications integrated with the Electronic Document Records Management System (EDRMS). The role supports branches with information management queries related to access, creation, storage, security and disposal of records to ensure compliance with the department's Record Keeping Plan. As part of the AEP, this officer will have the opportunity to undertake a rotation in a different team within the division to further develop their knowledge, skills and networks.

Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Resolve complex records queries, initiate workflows where appropriate and review information classification systems and indices for accuracy and effectiveness.
- Contribute to the development and implementation of processes and procedures to support operational and legislative requirements with a focus on continuous improvement.
- Provide advice, support and training in corporate information systems, processes and procedures.
- Monitor and undertake EDRMS quality assurance activities to ensure files are correctly created, closed, archived and stored.
- Assess and report on the quality of records retained by business units, in accordance with established standards and principles.
- Provide record and document management services to meet client objectives in accordance with agreed service delivery levels.
- Assist with records management compliance audits, enquiries and projects relating to managing records.
- Undertake searches of files and documents with regard to significant Legal FOI and ministerial matters.
- Review, recommend and process records for disposal in line with approved Retention and Disposal Authorities.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Take reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the Occupational

What is required in this role?

(The following outlines what experience and qualifications are required to fulfil this role)

This position is part of the Aboriginal Employment Program (AEP) and is aligned to our Aboriginal Employment Strategy and Reconciliation Action Plan (RAP). This program is a diversity initiative to increase the workforce representation of Aboriginal and Torres Strait Islander people at DMIRS.

- Confirmation of Aboriginality.
- Sound knowledge of records or information management practices/principles, in an electronic environment, and an ability to apply legislative requirements.
- Demonstrated ability to coordinate projects and work effectively in a team, with a positive approach to continuous improvement.
- Demonstrated ability to prepare routine correspondence using template documents and corporate systems.

Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

- Meets objectives, follows up to ensure work is finalised.
- Responds under direction to changes in client needs and expectations, manages progress and keeps clients informed, provides prompt and courteous service.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Clearly explains information using language appropriate to the client.
- Knows where to find information and can research, analyse and make evidence-based recommendations.

What are the Job reporting relationships?

This position reports to: Coordinator Corporate Information
Supervisor Position No: 00000213 Classification: L4

Positions reporting to this Job:

This position has no direct reports

What are the pre-employment requirements for this Job?

- National Police Clearance

Approved Date

05-OCT-2018