



JOB DESCRIPTION FORM

Information Management Analyst (CCC0252)

Corporate Services Directorate

POSITION DETAILS

Classification Level:	4
Award/Agreement:	CCC Industrial Agreement 2013
Position Status:	Up to 5 year appointment
Organisation Unit:	Corporate Services Directorate - Records Management Unit
Responsible To:	Manager, Knowledge Management - Level 7
Direct Report:	Nil

ROLE SPECIFIC RESPONSIBILITIES

The Corporate Services directorate ensures the delivery of high quality corporate support services to the Commission. This includes the effective and efficient delivery of human resources, financial services, information technology and records management services, occupational safety and health compliance, and security and facilities services.

The **Information Management Analyst** is responsible for:

- In consultation with the Manager, Knowledge Management design and conduct business process improvement initiatives and information and records management needs analysis on which to develop and create electronic and hard copy records, information and data management solutions.
- Document and oversee implementation of business process improvements to ensure best practice in information management across corporate business systems.
- Develop and deliver standardised and bespoke Records and Information Management (RIM) and electronic document and records management system (EDRMS) training and support.
- Provide information management support and problem resolution for existing and new Commission staff to ensure compliance with the Commission's RIM Strategy and its statutory and regulatory records and information obligations.
- Administer the existing EDRMS implementation and Case Management Information System (CMIS) conducting, directing and assisting with records and administrative activities and maintaining user access to meet business and compliance requirements.
- Contributes to the development, review and implementation of local and broader organisational policies, procedures and user material/manuals, forms and controls.

ESSENTIAL CAPABILITY REQUIREMENTS

Five core capabilities form part of the Commission's Capability and Leadership Framework. They define the desired behaviours and capabilities required for successful performance at the Commission. Each capability is supported by a set of behavioural indicators which are accessible from the Commission's website.

Applicants will be assessed on the following essential capability requirements and will need to ensure consideration is given to the behavioural indicators relevant to the classification level and within the context of the advertised role:

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| Shapes and manages strategy | • Proactively analyses and evaluates information and displays innovative thinking. |
| Achieve results | • Works independently and collaborates with others to achieve results. Displays a strong work ethic and resilience. |
| Builds productive relationships | • Builds trust and effectively works with a diverse group of stakeholders. |
| Exemplifies personal integrity and self awareness | • Displays judgement, initiative and professionalism. Continually develops self and others. |
| Communicates and influences effectively | • Communicates information in a clear manner for the target audience. |
| Role Specific | <ul style="list-style-type: none">• Demonstrated skills and ability in the analysis and improvement of business, information and records processes in accordance with best practice standards and legislation including the State Records Act 2000.• Substantial experience in the use, management and enhancement of EDRMS and associated information systems. |

PRE EMPLOYMENT REQUIREMENTS

To be appointed to the position of **Information Management Analyst** you will need to:

- be an Australian citizen or be immediately eligible for Australian Citizenship; and
- undergo and maintain stringent security vetting;

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and capabilities of the position.

Ray Warnes

CHIEF EXECUTIVE

Signature



Date

17/05/18