



Job Description Form

Department of the Justice Purpose

To provide high quality and accessible justice, legal, registry, guardianship and trustee services which meet the needs of the community and government.

Position Title			
Records Management (RM) System Administrator			
Effective Date February 2019	Position Number	Level 3	
Division Corporate Services	Directorate Knowledge Information & Technology	Branch Management and Compliance	

Divisional Outcomes

Provide effective business systems and services that support the Department's success.

Directorate Outputs

Enable business areas to leverage information resources and technology to deliver services and improve effectiveness and efficiency.

Branch Outputs

To ensure that the various services, strategic projects and associated required technical change initiatives are well managed to deliver the required services and developments in a manner that maintains the integrity, sustainability and continuity of the Department of Justice records management (RM) functions, technical operating and applications architecture.

Role Of This Position

Maintains the quality, integrity, security and confidentiality of the data of the computerised RM system.

Provides assistance and training to users on the use of the computerised RM system.

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Responsibilities Of This Position

Records Management

- Maintains the quality, integrity, security and confidentiality of the data of the computerised RM system.
- Assists with testing and implementing new software products, versions and upgrades.
- Liaises with technical support groups on matters related to RM systems.
- Provides assistance and training to users on the use of the computerised RM system.
- Performs system administration activities as required in order to assist in the Department's ongoing recordkeeping compliance programme.
- Participates in projects related to the improvement of RM activities throughout the Department.
- Provides consultancy and advice to business areas with respect to the Department's computerised RM system.
- Assist in the development, implementation and maintenance of appropriate RM system policies and procedures.
- Undertakes other RM system project activities as required.

Other Duties as Required

Corporate citizenship

Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.

Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.

Demonstrate commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*.

Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the department's policies and any other direction given for their safety and health in the workplace.

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Work Related Requirements

The following work-related requirements will be assessed at different stages of the selection process.

ESSENTIAL

Knowledge and Experience in Records Management Systems	Experience in the administration of a computerised records management system. Knowledge of legislation, principles, standards and processes relating to records management.
Communication and Interpersonal Skills	Communicating with a broad range of internal and external stakeholders. Liaising with management and providing advice on records management issues. Producing written reports and projects regarding records management issues and systems.
Planning and Organisational Skills	Managing multiple tasks with competing deadlines.
Customer Orientation Skills	Consulting with the Management and staff meeting individual customer needs. Providing training and advice to clients.
Conceptual, Analytical and Problem Solving Skills	Conducting analysis of records management issues. Identifying opportunities for improvements. Contributing to the development of strategies and processes to create effective and efficient delivery of the branch outputs. Testing and implementing new products, versions and upgrades, troubleshooting and resolving issues.

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Reporting Relationships							
<table border="1"> <tr> <td>Title Program Manager EDRMS</td> <td>Classification 6</td> <td rowspan="2">Responsible To</td> </tr> <tr> <td>Title Coordinator EDRMS</td> <td>Classification 5</td> </tr> </table>			Title Program Manager EDRMS	Classification 6	Responsible To	Title Coordinator EDRMS	Classification 5
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Title Coordinator EDRMS	Classification 5						
		<p>Other offices reporting to this office</p> <table border="1"> <tr> <td>Title and Classification: Records Manager (RM) System Administrator – L3</td> </tr> </table>	Title and Classification: Records Manager (RM) System Administrator – L3				
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<p>Offices under direct responsibility</p> <table border="1"> <tr> <td>Title Nil</td> <td>Classification</td> <td>Number of FTEs Supervised and controlled</td> </tr> </table>			Title Nil	Classification	Number of FTEs Supervised and controlled		
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LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/GROH free/rental, etc.	LOCATION Perth
	ACCOMMODATION N/A
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	

Certification The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
DELEGATED AUTHORITY APPROVAL <i>As per the Human Resource Management Delegations</i>	
Delegated Authorities Name	
Signature	
Date	