



Job Description Form (JDF)

Position details

Position title: Information Management Officer
Position number: 70180211; 70180212; 70180214; 70180215
Classification: Level 2
Physical location: Metropolitan
Award: PSA 1992
Agreement: PSGOCSAGA 2017
Pillar: Capability and Performance
Directorate: Information Services
Branch: Knowledge and Information Management

Reporting relationships

Reports to: Team Leader Knowledge Management Operations, Level 5

This position

Direct reports: Nil

Role summary

Undertakes a range of records and information management activities to service the internal staff and meet departmental objectives. Ensures compliance with internal and external guidelines.

About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Knowledge and Information Management

- Creates folders, files and boxes and other types of records within the information management systems.
- Classifies records in accordance with the Department's Business Classification Scheme.
- Sorts and appraises records for retention or disposal and prepares material for storage or archiving.
- Assists in controlling lodgements and retrievals of records with commercial storage providers and the State Archives.
- Assists in actioning disposition, transfer and destruction processes.
- With approved security delegations, applies recordkeeping controls inclusive of security caveats, access controls, security levels and physical security controls. Conducts searches of information management systems, retrieves information and extracts reports.
- Conducts file, box and location audits and resolves issues in audit reports.
- Maintains an up to date knowledge of records management issues and trends.
- Understands and applies security and confidentiality concepts in relation to records.

Indexing

- Digitises mail and other records and registers them into information management systems.
- Applies controlled titling and prescribed data entry standards and conventions. Performs tasks accurately, acts to correct errors or improve content.
- Tests and checks scanning equipment in accordance with maintenance guidelines to ensure compliance to digitisation standards.

Customer services

- Advocates knowledge and information management protocols to departmental staff.
- Assists in training, awareness raising and ongoing learning of staff on appropriate management of information and records.
- Provides exemplary and timely customer services and advice to departmental staff.
- Assists with processing and distribution of mail.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Experience working in a records management environment and in using a computerised records management system.
2. Demonstrated ability in indexing and classifying files and documents.
3. Understanding of legislation affecting the management of public records.

Core capabilities

4. Build effective relationships: Sound written, oral and interpersonal communication skills.
5. Challenge for innovation: Ability to develop practical and innovative solutions to problems.
6. Think strategically: Ability to interpret apply and advice on relevant acts, regulations, policies, procedures and systems.
7. Deliver in a changing environment: Demonstrated time management skills, including the ability to prioritise work and meet deadlines within agreed timeframes.
8. Lead and empower others: Ability to work collaboratively within a team environment to achieve stated goals.

Desirable criteria

1. Experience in managing public records and meeting government recordkeeping requirements.

Special requirements/equipment

- Must be able to undertake the physical demands of the required duties (some moderate level lifting and carrying, up to 16 kilograms, is required).
- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority

Signature: 

Date: 16 / 11 / 2018

Position title: Managing Director, Capability and Performance