

POSITION DETAILS

Position Title

Manager Information Services

Position Number

14268

Classification Level

Level 6

Award/Agreement

Public Service and Government Officers
General Agreement

Division/Directorate

Corporate Services

Branch/Section

Business Operations/Information Management

Physical Location

140 William Street, Perth

Effective Date

29/07/2019

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

Director Business Operations, Level 8

Positions reporting to this position

Team Leader Information Services, Level 4

Team Leader Information Systems, Level 4

Customer Service Officer, Level 2

Customer Service Officer, Level 1 (x2)

PURPOSE OF THE POSITION

The Manager Information Management is responsible for the strategic and operational management of information services for the Department.

The role implements strategies, plans and policies for the effective management of corporate information and to ensure compliance with the State Records Act. The role is also focused on transforming electronic record keeping practices across the Department.

ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION	VISION	VALUES
Enlivened and successful communities and economy	To facilitate lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences	Vision Excellence Diversity Leadership Integrity

DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and tradition.

DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Manages the staff and activities of the Information Management team including people, financial and technology resource requirements.
2. Ensures the Department's obligations under the State Records Act are met.
3. Creates and maintains the Department Record Keeping Plan.
4. Creates and maintains corporate information policies and procedures.
5. Provides strategic advice and guidance to the senior management and staff across all divisions on information management matters.
6. Leads the transformation of electronic record keeping practices.
7. Develops and implements training programs to increase staff awareness of their obligations under the State Records Act and in the use of the Department's electronic document and records management systems.
8. Promotes an ethical culture which models innovation, collaboration, coordination and partnership with a range of diverse stakeholders and within the customer focussed team.
9. Establishes and maintains professional working relationships with key stakeholders and client groups, departmental staff and other government agencies.
10. Oversees customer service including switchboard operations for the Department and incoming communications.
11. Performs other duties as required.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL

1. Role Specific Requirements

- Substantial experience in a corporate information management environment.
- Substantial knowledge of information management practices and systems, legislation and standards
- Demonstrated experience in transforming an organisation towards electronic record keeping practices

2. Shapes and Manages Strategy

- Supports shared purpose and direction
- Thinks strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense

3. Achieves Results

- Identifies and uses resources wisely
- Applies and builds professional expertise
- Responds positively to change
- Takes responsibility for managing projects to achieve results

4. Builds Productive Relationship

- Nurtures internal and external relationships
- Listens to, understands and recognises the needs of others
- Values individual differences and diversity
- Shares learning and supports others

5. Exemplifies personal integrity and self-awareness

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Promotes and adopts a positive and balanced approach to work
- Demonstrates self-awareness and a commitment to personal development

6. Communicates and Influences Effectively
- Communicates clearly
 - Listens, understands and adapts to audience
 - Negotiates confidently

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- Some working outside normal business hours may be required.
- National Police Clearance.

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

Training:

- Complete induction within three months of commencement;
- Read and acknowledge key Departmental policies and Code of Conduct;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's AEDM within six months of appointment eg. duties required to undertake the role.

CERTIFICATION

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

.....
Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Department's Code of Conduct.

.....
Employee Signature

Date (DD/MM/YYYY)

REGISTERED

DEPARTMENT OF LOCAL
GOVERNMENT, SPORT AND CULTURAL
INDUSTRIES

Initials: BP

Date: 16.08.2019