



Job description form

JOB TITLE: Coordinator Information Management and FOI	POSITION NUMBER: JTS21028	CLASSIFICATION: Level 5
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AWARD Public Sector CSA Agreement 2019	POSITION TYPE Permanent, Full Time
GROUP Corporate Services	BRANCH Information Solutions and Facilities Management
POSITION REPORTS TO Manager Knowledge and Information Management - Level 6	POSITIONS REPORTING TO THIS POSITION Nil
PURPOSE OF POSITION The Coordinator Information Management and FOI is responsible for the ongoing management, support and technical expertise in the use of information systems (records) and coordination of Freedom of Information requests. Ensures the Department meets statutory obligations and maximises its use of electronic document systems	
CORPORATE CONTEXT The Department of Jobs, Tourism, Science and Innovation is Western Australia's lead agency for economic development, international trade and investment, and tourism. It also leads the promotion and development of the Defence, international education, science and innovation sectors in Western Australia. For further information please visit our website at www.wa.gov.au/JTSI	
GROUP CONTEXT The Corporate Services Division is responsible for the provision of effective, efficient and timely corporate services and provides advice and support to management and staff that enable business objectives to be obtained.	
OPERATIONAL CONTEXT The Business and Information Solutions team provides ICT, Information Management and Business Services (including facilities management, fleet management, reception services and a range of administrative support services) to the agency.	



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ROLE SPECIFIC RESPONSIBILITIES

Information Management:

- Contributes to the management, planning, integration and coordination of information management services by providing support and technical advice in:
 - The development of and implementation of standards, practices and procedures as related to the departments information management (records) system;
 - Meeting the Departments obligations under the State Records Act; and
 - Maximizing the effective use of electronic information/records management systems.
- Provides effective, efficient and timely information management services across the Department.
- Develops and presents induction and training to staff on the use of information management systems.
- Receives and responds to information management issues raised by staff.
- Works with contract providers in ensuring the delivery of services that meet customer expectations.
- Ensures that records are created, maintained and where required stored in accordance with statutory and policy requirements.
- Undertakes projects as related to information management processes, systems and practices.

Freedom of Information (FOI):

- Coordinates Freedom of Information enquiries and associated matters ensuring that legislative obligations are met.
- Provides advice and support to management as related to FOI document searches and preparation of responses.
- Liaises with external organisations where legal and other advice is required

Other:

- Maintains information and prepares reports and returns as required.
- Represents the Unit on Committees and meetings as required.
- Undertakes other duties as required

JOB REQUIREMENTS

Essential

- Considerable experience within an information/records management environment.
- Considerable experience and knowledge and application of Freedom of Information requests.

CAPABILITIES

- Analyses information and research focused on work objectives.
- Establishes priorities and targets for own work and takes responsibility for task completion.
- Coordinates stakeholder engagement and ensures effective communication with key individuals and networks.
- Takes responsibility for actions and decisions, and delivers to a high standard.
- Takes responsibility for developing and communicating key arguments clearly in written material and during meetings and discussions.



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CORPORATE RESPONSIBILITIES <ul style="list-style-type: none">• Demonstrates effective leadership and integrity by complying with the Departmental Code of Conduct and all Policies and Procedures.• Demonstrates the Department's values which are: working together; leadership; integrity; transparency and excellence in delivery.		

PRE-SCREENING OR OTHER ELIGIBILITY REQUIREMENTS	Permanent Resident/Citizen of Australia
JOB LOCATION	1 William Street - Perth



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ACCOMMODATION AND/OR SPECIAL ALLOWANCES	Not Applicable	

EXECUTIVE DIRECTOR CORPORATE SERVICES

HUMAN RESOURCES

Name:

Name:

Signature:

Signature:

Date:

Date: