

# Job Description Form

## Corporate Information Coordinator

<b>Position Number:</b> 15206	<b>Classification Level:</b> Level L4
<b>Directorate:</b> Strategic and Corporate services	<b>Agreement:</b> Public Sector CSA Agreement 2019
<b>This Position Reports To:</b> 12845 – Data and Discovery Manager – L7	
<b>Positions Reporting to this Position:</b> 12263 – Corporate Information Officer – L2	

## POSITION PURPOSE

Reviews, develops, implements, and maintains the corporate information policies and practices of the State Library in accordance with the requirements of the *State Records Act 2000* and relevant standards and guidelines.

Develops and maintains training materials, online information resources and delivers training for records management to stakeholders, including the provision of system support for the Electronic Document and Records Management System (EDRMS).

## KEY RESPONSIBILITIES OF THIS POSITION

### Role Specific Responsibilities:

1. Performs supervisory duties and coordinates the daily activities of the Corporate Information Unit to ensure the provision of a highly responsive and efficient records management service.
2. Provides advice, training, and support to stakeholders to ensure compliance with policies, State Records Commission standards and statutory obligations.
3. Coordinates and monitors onsite records storage holdings and ensures compliance with Common Use Agreements.
4. Participates in the improvement of processes and procedures and the identification of solutions in relation to records management issues.



5. Upgrades and enhances information systems to capture records for new types of information and maintains the associated register of system changes.
6. Contributes to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and State Library goals and facilitates accomplishment of designated roles and deliverables.
7. Executes the classification, sentencing, disposal and storage of records in accordance with relevant legislation, approved disposal schedules Record Keeping Plan in the EDRMS.
8. Maintains the Keywords and functional and administrative thesaurus to effectively categorise and define files.
9. Participates in and contributes to records management projects relevant to the State Library.
10. Represents the Branch, as required, on Directorate committees and working parties.
11. Performs other duties as required.

**Corporate Responsibilities:**

12. Models, promotes and demonstrates a genuine commitment to the Library's organisational values.
13. Adheres to the Public Sector Code of Ethics and Library Code of Conduct.
14. Acts safely and in accordance with the Library's Occupational Health and Safety Policy and Procedures.

## **WORK RELATED REQUIREMENTS**

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Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

**Essential:**

**1. Role Specific:**

- Demonstrated experience working in a records management environment including the use of computerised records management systems.
- Sound knowledge of Records and Information Management Practices/Principles and legislative requirements, including State Records Act and the Freedom of Information Act.
- Demonstrated knowledge of transforming an organisation towards electronic recordkeeping practices.
- Competence in commonly used personal computing applications, particularly spreadsheets and word processing applications.



## **2. Shapes and Manages Strategy:**

- Demonstrated ability to research, analyse and make evidence-based recommendations whilst anticipating potential risks to the State Library.

## **3. Achieves Results:**

- Sound ability to conceptualise, analyse and evaluate information to develop practical solutions and make informed decisions whilst prioritising conflicting workloads.

## **4. Builds Productive Relationships:**

- Demonstrated ability to develop and maintain high quality relationships including liaising and consulting with a variety of individuals.

## **5. Exemplifies Personal Integrity and Self Awareness:**

- Demonstrated public service professionalism by performing duties of the role in accordance with departmental and team objectives, obtaining feedback and guidance from manager, where required.
- Demonstrated ability to understand and operate within the mission, vision and values of the State Library.

## **6. Communicates and Influences Effectively:**

- Well-developed and confident communication and negotiating skills, including the ability to adapt messaging to suit the intended audience.

### **Desirable:**

1. Possession of, or progress towards, an appropriate tertiary qualification in Information Management.
2. Experience in using Content Manager.
3. Knowledge and experience in the use of project management methodologies.
4. Able to lift boxes of up to 16kg.



## APPOINTMENT PRE-REQUISITES

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**Appointment to this position is conditional on:**

1. Successful 100 point Identification Check
2. Right to Work in Australia
3. Successful Criminal Record Screening Clearance

## SPECIAL CONDITIONS

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**Special conditions of this position:**

Nil

## CERTIFICATION

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

<b>Position Title:</b> Data & Discovery Manager	<b>Name:</b> Chris Pratt	<b>Date:</b> 23/09/2021
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<p style="text-align: center;"><b>REGISTERED</b></p> <p style="text-align: center;"><b>State Library of Western Australia</b></p> <p style="text-align: center;">INITIALS: LTS    DATE: 23/09/2021</p>
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