

# Job Description Form (JDF)

## Position details

Position title:	Information Management Officer
Position number:	70220378; 70220379
Classification:	Level 3
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2021
Pillar:	Corporate Services
Directorate:	Information Services
Branch:	Enterprise Information Management

## Reporting relationships

Reports to:	Senior Information Management Officer (70220377), Level 4
	<b>This position</b>
Direct reports:	Nil

## Role summary

Monitors and maintains the integrity of the data in the information management systems and provides guidance and support to assist the team to deliver quality outputs with a focus on digital-first transformation. Assists in the lifecycle management of departmental records, contributes to major projects, and undertakes a range of smaller projects.

## 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

- Works collaboratively in a team and provides guidance and support to assist the team to deliver quality outputs.
- Provides information management advice and liaises with clients to maintain knowledge and understanding of information management services and outputs and coordinates appropriate support requirements.
- Responds to client enquiries and requests and ensures quality and timely customer service.
- Contributes to major information management projects and delivers smaller sized projects.
- Identifies and classifies records to be captured according to information management standards, conventions and legislative environment.
- Assists in developing, implementing and reviewing the Department's Recordkeeping Plan, including the classification scheme, file plan, data entry and titling conventions and retention and disposal authorities.
- Appraises and sentences records; undertakes disposition and supervises destruction activities in line with procedures.

- Verifies records for integrity to ensure compliance with standards and conventions and develops strategies to minimise ongoing risks.
- Performs audits of information management systems; provides reports of information management practices to ensure compliance with policies, guidelines and procedures; and supports business units in the use of the systems.
- Develops and implements improvement initiatives and strategies regarding the management of information.
- Assists in the training and induction of internal staff in information management systems.
- Advocates for use of information management protocols by internal staff.
- Contributes to the development of policy and procedures with respect to the provision of information.
- Maintains an up-to-date knowledge of information management issues and trends.
- Understand and applies security, privacy and confidentiality concepts in relation to records.
- Applies appropriate safety and equal employment opportunity standards and guidelines and uses safety equipment.
- Other duties as required.

## **Work related requirements**

In the context of the role:

### **Essential criteria**

#### **Role specific**

1. Demonstrated experience in an information environment and working with an electronic information management system.
2. Knowledge and experience of managing public records and applying related record management principles and standards.

#### **Core capabilities**

3. *Build effective relationships*: Well-developed interpersonal and communication skills and confidence in supporting and dealing with a range of stakeholders.
4. *Challenge for innovation*: Demonstrated willingness to participate in and assist with implementing learning and development opportunities.
5. *Think strategically*: Demonstrated sound conceptual, analytical and problem-solving skills with the ability to provide solutions to identified issues.
6. *Deliver in a changing environment*: Well-developed time management and organisational skills, including the ability to prioritise and complete tasks within deadline.
7. *Lead and empower others*: Ability to work collaboratively within a team environment and contribute to the achievement of team goals.

## **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).
- An acceptable National Police Certificate (police clearance) is required. If not currently held, must be acquired prior to commencement at applicant's expense
- Occasional travel to and from metropolitan and regional offices may be 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**

Endorsed by:	Louise Williams
Position title:	Managing Director
Endorsement Date:	13 December 2022