



Information & Data Management Professionals

Information Sheet – Levels 3 & 4

Thank you for your interest in working with the Department of Justice. This information sheet provides a brief insight into the roles current advertised in the Knowledge, Information and Technology directorate, and will assist you in preparing and submitting your job application.

General Level 3 Requirements

- Demonstrate a high level of accuracy and attention to detail.
- Provide excellent customer service to a wide range of stakeholders.
- Have knowledge, understanding and experience in a records and information management environment.
- Experience in using computerised records management systems and administrative records management.

General Level 4 Requirements

- Communicates clearly, models integrity and respect in all interactions with stakeholders and team members.
- Have knowledge, understanding and experience in a data warehouse, records and information management environment.
- Experience in using computerised records management systems and administrative records management.
- Be a motivated team player with drive to learn and excel.
- Structure messages clearly and succinctly orally and in writing.

Further Information

Please note that you are not applying for a single position, but a range of positions that fall within a classified level. Should you be found suitable to that level, you may be offered a position that matches your skills and experienced within that level.

If you would like further information regarding the pool or specific positions please contact Mo Henderson, A/Manager Information Governance on (08) 9264 1634 for a confidential discussion.

All the best with your job application!