



METROPOLITAN
CEMETERIES BOARD



JOB DESCRIPTION FORM

OUR VALUES: Compassion, Respect, Understanding and Integrity



Information Management Officer

Classification: Level 3

Division: Customer Sales and Support

Position Number: 1065

Directorate: Community Liaison and Education

Location: Metropolitan sites

FTE Managed: Nil

Leadership Context: Personal Leadership

Award/Agreement: GOSAC/PSCSA Agreement 2022 (as amended)

About the position

The [Information Management Officer](#) is responsible for coordinating Freedom of Information applications and contributing to the effective management of records and information held by the Metropolitan Cemeteries Board.

About the Metropolitan Cemeteries Board

The Metropolitan Cemeteries Board (MCB) is a statutory authority responsible for the sustainable management of cemeteries in the Perth metropolitan area: Fremantle, Guildford, Karrakatta, Midland, Pinnaroo Valley Memorial Park, Rockingham Regional Memorial Park and Gnangara Aboriginal Cemetery.

The MCB is a leader in cemetery management, delivering caring and sensitive experience with burial, cremation, memorialisation, community engagement and record keeping services, and is responsible for the licensing of Funeral Directors and Monumental Masons operating at MCB cemeteries.

The [Information Management Officer](#) undertakes record management duties within a digital information management environment.

Corporate responsibilities

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours with the MCB Code of Conduct.
- Takes reasonable care to protect your own health and safety at work, and that of others by co-operating with the health and safety policies and procedures and complying with applicable work health and safety legislation.
- Performs other duties as required.



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What the position involves

Freedom of Information

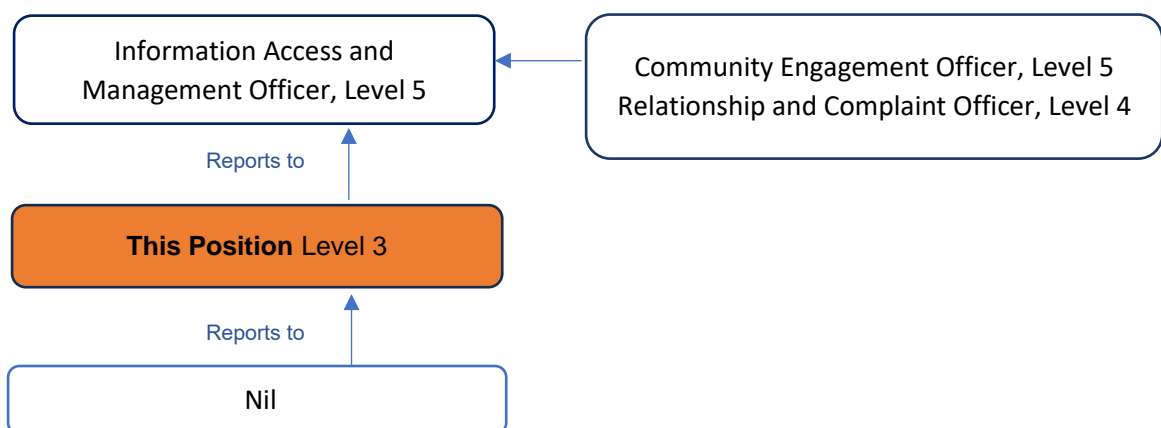
- Manages and processes Freedom of Information access applications in accordance with the *Freedom of Information Act 1992* (FOI Act), including the determination of fees and charges.
- Undertake research to identify and locate all relevant documentation relating to FOI requests.
- Consults with relevant internal officers, external organisations, agencies, applicants and third parties related to access applications.
- Provides advice and makes recommendations to decision makers in regard to application of the FOI Act, and release of information to minimise risk to the organisation.
- Prepares decision letters and documents in format appropriate for release.
- Maintains and monitors a detailed register of all Freedom of Information applications and access decisions.
- Prepares monthly reports on Freedom of Information performance, and an annual return to the Information Commissioner.
- Coordinates annual review of the Metropolitan Cemeteries Board Information Statement and related policies and procedures.

Information Management

- Maintains the MCB mail services (receipt and dispatch)
- Provides assistance to create, search, scan and retrieve files in accordance with the Business Classification Scheme and legislative record keeping requirements.
- Responds to customer queries in an efficient and effective manner.
- Provides information access and records management induction and training to staff.
- Contributes to the maintenance, development and implementation of the Electronic Document Record Management System processes and procedures.
- Provide assistance with document handling and movement including storage, retrieval, audit trails and tracking.
- Provide assistance on corporate information management projects as required.

Reporting relationships

Other positions reporting to Manager Community Liaison and Education



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Capabilities required – the behaviours necessary to perform the role

We consider all our people leaders and as such we expect our people to adopt the expected behaviours and associated mindsets outlined in Building Leadership Impact and Leadership Expectations. For this role the expected behaviours are demonstrated in the context of [Personal Leadership](#). The Personal Leadership context is about the work of individuals not yet in traditional leadership positions who make a direct and immediate difference to the agency.

- **Lead collectively:** You take care to use accurate information, follow correct policies and procedures, and pay attention to detail.
- **Think through complexity:** You use systematic thinking.
- **Dynamically sense the environment:** You engage with others with a positive and open mind.
- **Deliver on high leverage areas:** You take responsibility for managing your own work to achieve results.
- **Build capability:** You accept individual differences and value diversity.
- **Embody the spirit of public service:** You show respect for the work area and operate ethically.
- **Lead adaptively:** You continuously seek to understand your personal strengths and areas for improvement.

Work related requirements - matching the right person to the job

The selection process includes assessing applications against the role specific requirements listed below and includes the ability to demonstrate how you apply the expected behaviours.

1. Good knowledge of the *Freedom of Information Act 1992* with demonstrated practical experience in processing FOI applications. (you think through complexity and embody the spirit of the public service).
2. Relevant experience in a corporate information management environment, including experience using indexing and classification tools (you build capability and think through complexity).
3. An understanding of record management practices, including electronic records and document management systems (you dynamically sense the environment).
4. You participate effectively in a team environment and at the same time, work without supervision (you embody the spirit of the public service and lead adaptively).
5. You demonstrate good attention to detail and problem solving skills (you deliver on high leverage areas and lead collectively).

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.

Certification:

Date Registered	Date Classified	Delegated Authority
26 / 8 / 2024	26 / 8 / 2024	
Kathlene Oliver Chief Executive Officer		



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