



Information Officer - Level 2 (MIS24321)

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| Group: | Corporate Services and Labour Relations | Location: | Cannington |
| Division/Directorate: | Corporate Services | Supervises: | 0 |
| Branch: | Information Management Services | Reports to: | Team Lead Operations |
| Section: | Service Delivery | | |

Operational Context

The Information Management Services Branch provides leadership, direction, advice and support to facilitate information access and management across the department. The branch supports all departmental employees to comply with their legal record keeping responsibilities by; maintaining and implementing the department's approved Record Keeping Plan, monitoring information management and record keeping practices, and developing and delivering quality systems, training and coaching.

Role Overview

The position administers, maintains and reviews records systems and functions, ensuring processes are carried out within the relevant guidelines, including the retention and disposal of files.

Building Leadership Impact as a Personal Leader

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about the work of individuals who make a direct and immediate difference to the agency, with personal accountability for delivering excellence.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Administers maintains and reviews records systems and functions ensuring processes are carried out within the relevant guidelines including the retention and disposal of files.
- Liaises with Departmental officers and external agencies on records functions responding to service requirements.
- Regularly assesses and reviews work procedures, monitors quality of system data and provides progress reports, statistics and performance measures for the relevant sections to the Branch Manager and senior officers of the Branch.
- Performs other roles within level of skill competence and responsibility as directed to meet organisations objectives and professional development.
- Ensures cheques correctly recorded and distributed.
- Assists with mail collection opening and distribution.
- Assists in the administration of the electronic document and records management system including the digitisation of hard copy documents and files.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Performs other duties as directed.

Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Working knowledge of records management processes and policies and procedures.
- Experience in an Electronic Document Records Management environment.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Personal Leader](#), the following outlines those that are required to undertake this role:

- **Lead Collectively** - You complete your work to a high standard and ensure information is accurate.

- **Think Through Complexity** - You understand and respect the need for compliance to minimise risk in your team.
 - **Dynamically Sense The Environment** - You engage in your work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach.
 - **Deliver on High Leverage Areas** - Under the supervision of your manager, you work to meet specified timelines and priorities, completing your work to a high standard.
 - **Build Capability** - You are approachable and receptive to all members of your team.
 - **Lead Adaptively** - You demonstrate a willingness to extend your knowledge, skills and technical expertise to support your development, seeking guidance when necessary.
 - **Embody The Spirit of Public Service** - You show empathy and compassion, integrity and humility.
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This position reports to:

Team Lead Operations

Position No: MIN96121

Classification: L5

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- Nationally Coordinated Criminal History Check

Approved Date

13-JAN-2025