



Job Description Form

006787 **Coordinator Information Governance**

Knowledge Management

Position details

Classification Level: 6

Award/Agreement: PSGOSCA

Position Status: Permanent

Organisation Unit: Corporate Services, Knowledge, Information and Technology

Physical Location: Perth CBD

Reporting relationships

Responsible to: 012286 Manager Knowledge Management and Compliance - Level 7

This position: 006787 Coordinator Information Governance - Level 6

Direct reports: 006788 Compliance & Quality Assurance Officer - Level 5
013441 Records Officer - Level 5

Overview of the position

The Knowledge, Information and Technology Directorate is accountable for the provision of services and technology that support strategic and operational services across the Department of Justice, enable information to be leveraged efficiently and ensure the Department's investment in technology is optimised

Reporting to the Manager Knowledge Management and Compliance, the Coordinator Information Governance contributes to the development, implementation, maintenance and continuous improvement of the Branch's governance systems, and establishes monitoring and reporting service delivery in accordance with the *State Records Act 2000*.

This position provides leadership and advocacy on knowledge management issues, facilitates an accountable information governance and knowledge management environment, and provides excellence in service delivery within a small team environment.

Job description

As part of the Knowledge Management team, the successful applicant will be expected to:

- Work to improve communication, model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Manages a small team to deliver information governance and knowledge management services.
- Ensures compliance with relevant legislation and standards.
- Assists Manager Knowledge Management and Compliance in the management and allocation of financial, human and physical resources within the Branch including contracts, purchasing and budgeting.
- Provides advice and support to management and staff across the Department in respect to information governance protocols, processes and specific enquiries.
- Manages the development and review of policy related to information governance, knowledge management and systems.
- Liaises and consults with key internal and external stakeholders on issues and initiatives related to information governance and records management.
- Represents the Branch on intra and interagency forums.
- Manages and contributes to complex information maintenance projects and contracts with external providers to ensure contract requirements are met.
- Participate and contribute to the management of change and problem resolution within the Information Governance team.

Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

Achieve Results

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

Builds Productive Relationships

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

Communicates and Influences Effectively

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

Role Specific Criteria

- Knowledge of legislation, policies, issues and trends affecting records management in government.

- Substantial experience in using computerised records management systems and administrative records management.

Desirable

Possession of, or substantial progression towards, a relevant tertiary qualification.

Special requirements/equipment

Nil

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Director General

Signature: _____ Date: August 2019

HR certification
date: _____