



Job Description Form

022563 **Project Officer - Records Management Compliance**

Knowledge Management

Position details

Classification Level: 5

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement
(and subsequent agreement)

Position Status: Temporary

Organisation Unit: Corporate Services, Knowledge, Information and Technology Directorate

Physical Location: Perth CBD

Reporting relationships

Responsible to: 013440 Manager Operational Information Level 7

This position: 022563 Project Officer - Records Management Compliance - Level 5

Direct reports: NIL

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.

The Project Officer - Records Management Compliance is responsible for implementation of deliverables under the Department's Recordkeeping Plan and ensuring that local information practices in business areas are compliant with the Records Management Policy, legislative requirements and whole of Government frameworks. This position will work closely with stakeholders to ensure efficient, innovative digital solutions to information management issues.

Job description

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

- Work to improve communication and 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

- Plan, manage, support, implement and evaluate innovative information management projects and systems to improve management of information and records and compliance with the Recordkeeping Plan and Records Management Policy.
- Contribute to the implementation of an increased digitisation strategy, increasing the accessibility to records across the state, whilst ensuring and maintaining information security.
- Liaise, advise and negotiate with internal and external stakeholders on complex information management issues and enquiries.
- Actively research and contribute to discussions around emerging information management issues and trends, and act as a positive change agent, promoting continuous improvement in a multi-disciplinary environment.
- Provide direction to Departmental staff for the creation, storage and use of information.
- Develop relationships with stakeholders to ensure efficient and innovative digital solutions to information management issues.
- 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 role 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, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work 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, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Experience in an information management project environment, prioritising and achieving project deliverables.
- Demonstrated knowledge of the technologies, business functions and relevant legislative requirements related to information management in complex organisations.

Special requirements/equipment

- The position holder must hold a current and valid 'C' or 'C-A' class driver's licence or equivalent.
- The position holder may be required to travel within Western Australia for operational purposes.
- Ability to lift maximum of 16 kg

Certification

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

Deputy Director General, Corporate Services

Signature: _____ Date: 21 August 2023

HR certification
date: August 2023