



Job Description Form

Senior Information Governance Project Officer

Information Governance

Position details

Classification Level: 5

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

Position Status: Temporary

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

Physical Location: Perth CBD

Reporting relationships

Responsible to: 006787 Coordinator Information Governance – Level 6

**This position: 022967 Senior Information Governance Project
Officer – 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 Senior Information Governance Project Officer is responsible for the initiation, development and implementation of a strategic information governance project to implement MS Teams and Content Manager integration across the Department. The position also assists with the maintenance of Department policies, procedures and processes, to ensure that information and records are managed in accordance with legislative requirements and whole of Government frameworks. This position will work closely with stakeholders to ensure efficient, innovative digital solutions to information governance 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 the implementation of MS Teams and Content Manager integration to improve the use of information and records in the Department.
- Contribute to the formulation, implementation and maintenance of formal documents, including policies and procedures, to ensure that Departmental records management is in accordance with legislative requirements and best practice standards.
- Monitor, evaluate, and report on the outcomes of the project.
- Collaborate with and coordinate the management of consultants and contractors.
- Liaise, advise and negotiate with internal and external stakeholders on complex information governance issues and enquiries.
- Actively research and contribute to discussions around emerging information governance issues and trends, and act as a positive change agent, promoting continuous improvement in a multi-disciplinary environment.
- Develop relationships with stakeholders to ensure efficient and innovative digital solutions to information governance 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 governance project environment, prioritising and achieving project deliverables.

- Demonstrated knowledge of the technologies, business functions and relevant legislative requirements related to information governance in complex organisations.
- Proven ability to provide innovative solutions for strategic information governance issues.

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 Knowledge, Information and Technology

Signature: _____ Date: 12 July 2024

HR certification
date: July 2024