

POSITION INFORMATION

DIRECTORATE	Corporate Services
REPORTS TO	Customer Relations Team Leader
POSITION NUMBER	CR3
CLASSIFICATION	Grade 4 in Council's Salary System
LOCATION	Narrabri Shire
AWARD	Local Government (State) Award

This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

POSITION OBJECTIVE

The Support Specialist (Information Management) is responsible for the provision of efficient and effective corporate record management; inclusive of policies, systems, protocols and procedures.

This position oversees the day-to-day operation of Council's Records and Information Management Systems to endeavour to provide efficient storage and retrieval of corporate records in compliance with legislative and Council requirements.

A key objective of this position will be the fulfilment of Council's legislative obligations regarding the retaining, disposal and provision of corporate information; inclusive of applicable reporting requirements.

Corporate subject matter expert in relation to corporate record management policies, systems, protocols and procedures.

KEY RESPONSIBILITIES

CORPORATE RECORD MANAGEMENT

- Responsibility for the corporate record management systems, policies, protocols and procedures that are in place to ensure the efficient and effective management of corporate information (both external and internal).
- Oversee the registration of correspondence and other documentation into Council's corporate records management system and ensure timely distribution to relevant action officers, maintaining an acute awareness of Council's adopted service levels.
- Maintain compliance with Council and legislative requirements; inclusive of ensuring security measures exist for corporate records.
- Coordinate and implement archiving and sentencing projects.
- Maintain Council's Legal Document Library/Register in accordance with legislation, Council Policy, protocol and procedures.
- Identify training needs and provide continuous education to staff in the effective use of corporate record management systems, policies, protocols, procedures and ensure awareness of their obligations under relevant legislation.
- Provide timely and accurate corporate record management systems reporting in order to meet Council's adopted service levels.

SUPPORT SPECIALIST (INFORMATION MANAGEMENT)

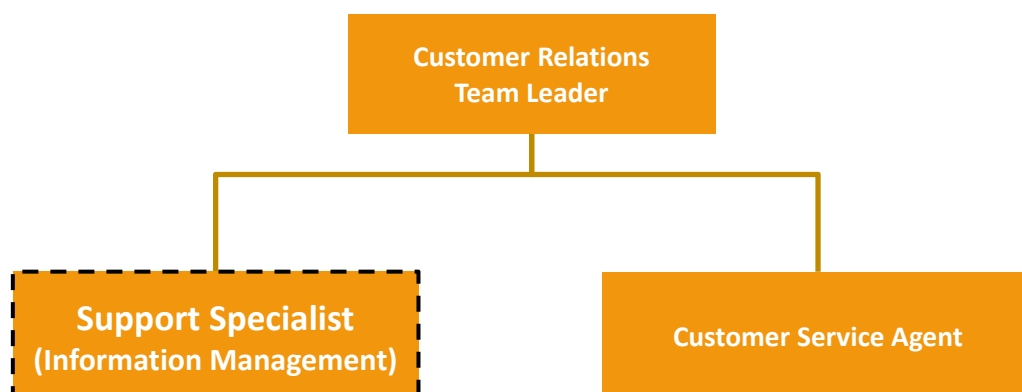
- Identify, recommend and implement approved improvements in the provision of corporate record management.

INFORMATION MANAGEMENT

- Responsibility for the provision of corporate information organisation-wide systems, protocols and procedures to support the delivery of efficient and effective administrative support to the organisation.
- Develop and maintain strong working relationships with key internal stakeholders to ensure information management stays relevant.
- Ensure robust governance systems related to the processing of requests for information under GIPA legislation, providing advice and recommendations to senior management in relation to the release of information.
- Undertake Government Information Public Access Act (GIPA) requests and public interest disclosures (PID) reporting.
- Providing support to the organisation in the sourcing of information related to GIPA applications.

GENERAL

- Observe and actively demonstrate commitment to the adopted Corporate Values.
- Enforce and adhere to any and all legislative and statutory requirements, including appropriate standards, guidelines and equivalent documents.
- Enforce and adhere to any and all adopted Council Policies/protocols and procedures.
- Provide and maintain a working environment that is safe and without risk to health and safety in accordance with Council's Workplace Health and Safety Policy and Procedures.
- Carry out all tasks with an aim of minimising errors, waste and inefficiency.
- Employees may be required to participate in the on-call roster, weekend work and reasonable overtime when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.
- Participate, as required and directed, in Council's response to disaster and emergency situations.
- This position, from time to time, will be required to undertake additional duties as directed by their Supervisor or General Manager.

REPORTING RELATIONSHIPS**SECTION STRUCTURE**

AUTHORITY & DELEGATIONS

Authority and delegations applicable to this position are laid out in Council Policies and Delegations Register, which are updated from time to time.

Refer to these controlled documents for accurate and specific information.

SELECTION CRITERIA

ESSENTIAL

1. Certificate IV in Recordkeeping and/or substantial relevant experience in a high volume records/document management environment.
2. Demonstrated awareness of the obligations and statutory responsibilities of the State Records Act (NSW).
3. Demonstrated working knowledge of recordkeeping principles and processes with the ability to apply relevant legislation.
4. Ability to develop policy and high-level advice to senior management.
5. Demonstrated experience in Government Information Public Access (GIPA) and Public Interest Disclosures (PID).
6. Demonstrated experience and efficiency with Microsoft Office applications with the ability to quickly acquire knowledge of Electronic Record Management Systems.
7. Demonstrated ability to work accurately and provide attention to detail (spelling and grammar).
8. Demonstrated coordination and training skills with the ability to establish work priorities and meet deadlines.
9. Excellent interpersonal and communication skills (both written and verbal), with the proven ability to build effective relationships, negotiate effectively with customers and handle confidential and sensitive information responsibly.
10. Current C Class Driver licence.

DESIRABLE

1. Local Government experience, with experience in NSW being preferred.

DOCUMENT REVIEW DATE: 3 JUNE 2018

VERSION: 2018.2

I hereby agree that this role statement accurately reflects organisational requirements.

AUTHORISATION

EMHR:	_____	_____	_____
General Manager:	_____	_____	_____
Employee:	_____	_____	_____
	Name	Signature	Date