

## POSITION DESCRIPTION

<b>Title:</b>	<b>Information Management Officer</b>
<b>Group:</b>	<b>Business Technology &amp; Customer Services</b>
<b>Reports to:</b>	<b>Team Leader Information Management</b>
<b>Grade:</b>	<b>10</b>
<b>Position Allowances:</b>	<b>Nil</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Number of Direct Reports:</b>	<b>Nil</b>
<b>Number of Indirect Reports:</b>	<b>Nil</b>
<b>Vehicle:</b>	<b>No</b>
<b>Position Code:</b>	<b>74036, 74037, 74038, 74039</b>
<b>Pre-placement Medical:</b>	<b>Not required</b>
<b>National Police History Check:</b>	<b>Not Required</b>
<b>WWCC Check:</b>	<b>Not Required</b>
<b>Date Developed:</b>	<b>April 2019</b>

## Position Purpose

To facilitate Council's corporate information flow and records, both electronic and hard copy.

Key responsibilities and tasks of the role include;

- Solid experience in maintaining records using Technology One Systems
- Time management skills and ability to prioritise conflicting deadlines
- Maintaining confidentiality and discretion at all times
- Knowledge of working with Public Sector Record Keeping Legislation

## Qualifications and Experience

*(Minimum required/essential for success in the job)*

### Essential:

- Demonstrated experience in maintaining records using an electronic document management system.
- High level of written and verbal communication skills and attention to detail.
- High level organisational skills and the ability to prioritise multiple tasks with competing priorities.
- Demonstrated ability to work independently and contribute to a team environment.
- Demonstrated commitment, enthusiasm and integrity to achieve positive outcomes for internal and external customers.

- Experience working with Public Sector Recordkeeping legislation.
- Experience in contributing to improvements to a quality management system or making suggestions for other business improvements.

**Desirable:**

- Qualifications in Records Management or partial completion thereof.
- Knowledge of Local Government departments and procedures.
- Experience in the administration and user support of information management software systems.

## **Main Activities/Tasks**

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

- Maintain Confidentiality of corporate information.
- Adhere to Information Management standards/process for timely registration and distribution of corporate information/records using Councils computer based Information Management Systems.
- Maintain Councils hard copy files within both Councils onsite and offsite storage facilities and arrange their retrieval when required.
- Maintain and accurately apply the relevant NSW Retention and Disposal Authority to all records electronic or hard copy.
- Manage the dispatch of Council's outgoing mail systems, including Australia Post and DX.
- Arrange the sorting, collection and delivery of Council's internal mail system.
- Respond to enquiries related to Council's corporate information and electronic document management system.
- Participate in the continuous improvement and awareness of information management within the organisation through ongoing improvements to systems, processes, workflow management and staff training sessions.
- Participate in development and review of quality management systems or other business improvement solutions.
- Assist with GIPA process as directed by supervisor.
- Other duties as directed by supervisor.

**Work Health & Safety**

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

**Accountability and Behaviours**

- To conduct themselves in line with the core values at all times when working with Council, Community, Customers and Councilors.
- To ensure that they are accountable for their behaviors in the delivery of their duties.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive culture at Council.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

**Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of Council, namely the 4C's: Community, Councilors', Customer and Council.