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POSITION DESCRIPTION

Information Management Advisor

Position Level	6
Faculty/Division	Division of Planning & Assurance
Position Number	ADMIN ONLY
Original document creation	11/09/ 2020

Position Summary

Records and Archives provides authoritative advice and support for the management of University records and archives. The Information Management Advisor is responsible for the training, administration and delivery of the UNSW's corporate recordkeeping system. The position holder liaises with both internal and external stakeholders in the provision of authoritative recordkeeping support and advice.

The role of Information Management Advisor reports to the Information Management Analyst and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Analyse business process and recordkeeping practice to identify and design improved outcomes.
- Develop and maintain recordkeeping procedure manuals and advice sheets in relation to use of the University's recordkeeping, and where appropriate business systems.
- Contribute to development and delivery of recordkeeping training both face-to-face and online with an emphasis on procedural instruction.
- Support the activities of the Information Management Analyst and Manager, Records and Archives, including assistance in the delivery of recordkeeping solutions.
- Effective liaison with IT@UNSW and external suppliers in relation to maintenance of the University recordkeeping system.
- Interpret and apply the University's recordkeeping policy and procedures. Provide advice on all aspects of recordkeeping.
- Conduct records disposal projects, including the identification of archival materials, with minimal supervision.

- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- A relevant tertiary qualification and 4 years' records management experience or an equivalent level of knowledge gained through any combination of education, training and experience.
- Proven ability to maintain system and procedural documentation and to effectively communicate policy and procedural requirements to staff through a combination of training, documentation and websites.
- Demonstrated experience in the development and application of innovative solutions to practical records management problems, including the use of EDRMS-based solutions.
- Demonstrated understanding of the NSW State Records Act, 1998 and the use of General (and/or Functional) Retention and Disposal Authorities.
- Demonstrated ability to work flexibly and productively as an effective team member to ensure deadlines are met.
- Excellent written and verbal communication skills and the ability to liaise effectively with all levels of staff and external stakeholders.
- Advanced level of computer literacy with excellent skills in Microsoft Office applications and enterprise document and records management systems (e.g. Hpe Content Manager.).
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.