| Agency | Department of Corporate and Digital Development | | | Work unit | Information Management Services |
| --- | --- | --- | --- | --- | --- |
| Job title | Manager Records and Information | | | Designation | Administrative Officer 7 |
| Job type | Full Time | | | Duration | Ongoing |
| Salary | $109,514 - $117,815 | | | Location | Darwin |
| Position number | 23899 | RTF |  | Closing | 06/10/2023 |
| Contact Officer | Michael Rowe on 08 8924 3855 or [michael.rowe@nt.gov.au](mailto:michael.rowe@nt.gov.au) | | | | |
| About the agency | <https://dcdd.nt.gov.au> | | | | |
| Apply online |  | | | | |
| APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS. | | | | | |
| Information for applicants – inclusion and diversity and Special Measures recruitment plans The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants). Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). | | | | | |

# Primary Objective:

Lead and drive the Records and Information Management function in the successful coordination and continuous improvement of the delivery of client focussed services.

# Context Statement:

Information Management Services provides best practice advice and records management services to NTG client agencies. Structured into several work streams, a wide range of services are delivered, including records management, help desk services, records appraisal, sentencing and disposal, training development and delivery and Freedom of Information.

# Key Duties and Responsibilities:

1. Lead the planning and delivery of a program of works to support information management services, including the implementation of large and complex projects such as record migrations and system integrations.
2. In conjunction with the senior manager, manage the relevant work stream in the successful coordination and delivery of client focussed services and the achievement of agreed deliverables.
3. Provide specialist advice and consultative services to client agencies and senior staff regarding records and information management practices for a range of supported business information systems and policy matters.
4. Deliver continuous business process improvement across the Information Management function based on policy development, business analysis, active review and evaluation, and process mapping.
5. Provide leadership and strategic direction in the management of information within the NTG recordkeeping environment.
6. Understand and relate to the confines of working in an evolving environment and contribute to the development of the knowledge bank within the records and information management function.

# Selection Criteria

## **Essential:**

1. Demonstrated experience and ability to plan and manage simultaneous complex projects whilst delivering quality outcomes following sound project management methodologies.
2. High-level knowledge and experience of contemporary information and records management systems, policy, standards, principles and practices, including digitisation.
3. Ability to think laterally and identify change opportunities to promote and implement a continuous quality improvement program.
4. Strong background in the development of high quality and professional documentation, including policies, standards and procedures.
5. Well-developed communication and negotiation skills, with the ability to provide expert, authoritative advice.
6. High-level ability to lead and mentor a team, and proactively build and sustain positive relationships with clients and stakeholders and maintain confidentiality and discretion.
7. Demonstrated work ethic and attitude, which emulates DCDD values of being professional, accountable, honest, innovative and respectful.

## **Desirable:**

1. Diploma or Advanced Diploma in Recordkeeping and membership of a relevant professional association.

# Further Information:

The recommended applicant will be required to undergo a Criminal History Check prior to selection being confirmed. A criminal history will not exclude an applicant from this position unless it is relevant to the position.

**Approved:** September 2023 Kate Stevenson, Senior Director, Information Management Services