

**APS6 Senior Information and Records Management Officer**

**Full Time / Ongoing & Non-Ongoing**

**All Commission locations**

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care.

The Commission is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible quality of life.

We aim to build confidence and trust in aged care, empower consumers, promote best practice service provision, promote quality standards and hold providers to account for their performance against the expected standards of care. We seek to promote an aged care system that develops safer systems of care, inculcates a culture of safety and quality, and learns from mistakes, while providing the oversight that can assure the community that aged care services are operating as they should, including working on continuous improvement.

*Meet some of* [our people](https://www.agedcarequality.gov.au/about-us/careers/working-commission) *and learn more about the Commission and our* [Regulatory Strategy](https://www.agedcarequality.gov.au/sites/default/files/media/regulatory_strategy_jan_1_2020_v2.1.pdf) *on our website* [www.agedcarequality.gov.au](http://www.agedcarequality.gov.au/)

**About Corporate Strategy, Governance and Integrity**

Corporate Strategy, Governance and Integrity is a pivotal section within the Commission and is responsible for establishing, leading and coordinating a broad range of corporate strategy, governance and integrity functions and activities across the Commission. This includes corporate strategic, performance and business planning, monitoring and reporting, enterprise risk, internal audit, quality assurance, business resilience activities; leadership of the governance and policy secretariat services enabling the Commission’s committees and Advisory Council work programs; and integrity functions including integrity, fraud, corruption and service complaints and investigations, security and AGSVA clearance processes, FOI, privacy management, information and records management services.

**Position Description**

We are seeking a highly motivated and organised person to join our dynamic Information and Records Management team in the Corporate Strategy, Governance and Integrity Section. As the APS6 Senior Information and Records Management Officer, you will be part of team supporting the Commission to meet its legislative requirements for record keeping. The Information and Records Management Team providers detailed information and records management functions in accordance with relevant legislation and Commission policies and procedures. You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. Highly developed communication and stakeholder engagement skills are essential and the ability to think outside the box. As part of a team, you contribute to the delivery of record management functions, and develop procedural, administrative and operational advice and support for record management practices. You will be a highly capable person who enjoys sharing knowledge, working to timeframes and is outcomes focused.

**Position Duties**

* Maintain electronic and paper records in line with information records management processes and security requirements.
* Contribute to the delivery of recordkeeping education, advice, support and training, including the development and delivery of targeted education of Commission staff, relating to the Commission’s Information and Records Management Policy.
* Support in the development of policies, procedures and systems for the compliant storage and disposal of Commission records.
* Coordinate vendor management activities, including addressing any issues and questions addressed to the Information and Records Management team.
* Coordinate reporting, such as the National Archives of Australia’s Annual Check-up Survey, the bi-annual Senate Procedural Order No.12 Reporting, performance outcomes and quality assurance.
* Manage quality assurance activities to support compliance with records management procedures and legislation.
* Build rapport and maintain stakeholder relationships.
* Resolve complex issues and/or requests or escalate as required and recommend alternative approaches and solutions.
* Identify and assess risks to work area and take appropriate action.
* Manage own workload and priorities in specified timeframes, and provide support and guidance to other team members.
* Perform other projects and tasks as required.

**Position Eligibility Requirements**

* A sound understanding, or the ability to obtain quickly, knowledge of the National Achieves of Australia retention policy requirements and how to apply them to records.
* Highly developed communication skills, including the ability to discuss issues with credibility, transparency and respect, and tailor messages appropriate for the audience.
* Demonstrated analytical skills, including the ability to assess documents and use data to provide insights and make sound recommendations.
* Highly developed interpersonal skills, including the ability to work productively within a team in a dynamic environment, encourage innovative ideas, build trust, provide support, and foster a positive and supportive team culture.
* Demonstrated experience in the use of digital technology to work efficiently.
* Capacity to work in a busy environment, working with competing priorities and ability to effectively manage and prioritise workload among a team to deliver agreed outcomes.
* Baseline security clearance.

**Position Notes**

Salary offered will be between \*$89,394 and $100,849 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

\* Note; these figures do not include the newly agreed APS Enterprise Agreement bargaining pay offer.

*Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information please visit www.apsc.gov.au/citizenship-aps*

In your application please provide a statement of claims against the Eligibility Requirements in no more than **600 words.**

Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 18 months with a possibility of extension to a maximum of three years.

Merit Pool established through this selection process may be used to fill this or future Ongoing and Non-Ongoing vacancies.

**How to Apply?**

1. Navigate to ‘Current Vacancies’ section of the careers page and locate the relevant job title.  All documentation relating to the role and application process will be located here.
2. Click on the job title and at the bottom of the Advertisement you will be asked to create an account If you are a first-time user or to sign in to complete your application.
3. As part of your application you will be requested to complete a statement of claim and attach your Resume. Cover letter is optional
4. Click ‘Apply Now’ when you are ready to submit your application.

Please complete an online application form and submit to <https://www.agedcarequality.gov.au/about-us/careers/current-vacancies> by 11:59pm (AEST) on **26 February 2024.**

Only completed applications will be accepted.

**Contact Officer**

Please contact our recruitment team on **(02) 9633 3262** or [recruitment@agedcarequality.gov.au](mailto:recruitment@agedcarequality.gov.au) for assistance with accessing our website or with lodging your application. Specific questions about the role can be directed to David McCarty by emailing [david.mccarty@agedcarequality.gov.au](mailto:david.mccarty@agedcarequality.gov.au) with Position title in the subject line.

**Diversity and Inclusion**

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our [Reconciliation Action Plan](https://www.agedcarequality.gov.au/about-us/corporate-documents#reconciliation-action-plan). The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

**Further information:**

For further information about the Quality Commission, office locations and other related resources, please visit [https://www.agedcarequality.gov.au](https://www.agedcarequality.gov.au/)

For more information on the Australian Public Service, please visit <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4> and <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code>.