



RECORDS & INFORMATION MANAGEMENT ANALYST

Rewarding Career Opportunity at The Hills Shire Council

Are you a passionate records or archives professional?

Do you enjoy training users?

Can you help drive and improve information maturity?

About the role:

This role partners with business units across the organisation, reviewing business system uses and work practices to provide expert advice and strategies to improve recordkeeping processes and EDRMS compliance across all systems. The position ensures the management of records throughout the records continuum by conducting audits and appraisals; and arranging sentencing and destruction of records in compliance with the *State Records Act 1998*.

Duties include:

- In partnership with business units identify, define, and document business requirements to provide high quality records and information management solutions across various business systems utilised in Council.
- Plan, draft and implement appropriate support, advice and training, strategies, policies, standards and procedures on archives, records, and information management best practice for all business systems.
- Conduct records management audits of business units, corporate systems, and user compliance with the NSW Standard on records management and report on outcomes.
- Work directly with users and demonstrate the power and ease of use of ECM / CiAnywhere.
- Influence organisation to improve recordkeeping culture from continuous improvement, compliance, and budgetary perspectives.
- Complete archival programming for selected record series for permanent retention, including arrangement, finding aids and transfer to the Museums of History NSW.

About you:

To be successful in this role you will have:

1. Minimum bachelor's degree as recognised by RIMPA Global or Australian Society of Archivists.
2. Sound analytical, investigative, and problem-solving skills and the ability to develop practical solutions to complex solutions.
3. Experience in the analysis and documentation of business processes leading to the development of appropriate information solutions and strategies.
4. Working knowledge of records and archives statutory compliance requirements, including relevant legislation and regulations.

Working with us:

THSC employees enjoy: Performance Bonuses, Learning & Development Opportunities, Active Social Club, Modern Office Location, Variable Leave days, Proactive Wellbeing Initiatives, Onsite Café, and Working for the Community.

Position details:

Permanent full-time role, S1021, Salary: From \$80K + Superannuation + Performance Bonus (up to 2% annual salary) + organisational bonus (up to \$2K) + Aquatic and Fitness membership discounts.

Next steps:

Please review the Position Description available on Council's Careers Page and submit your application online at www.thehills.nsw.gov.au by 5pm on 20 April 2023

Employment will be subject to clearance on the following pre-employment checks: Psychometric Testing, Reference Checks, Identity Check, Drug and Alcohol Screening and Medical Check, and may also include a Criminal History and Working with Children Check.

The Hills Shire Council is committed to the principles of employment equity and diversity. We assess applications on merit and suitability related to the inherent requirements of the position. Only people with the right to work in Australia may apply for this position.

We're seeking individuals who embrace our values and can work collaboratively to deliver quality customer services and infrastructure to The Hills Shire community.