



Australian Government
Australian Taxation Office

Information Officer – APS 6

\$87,972 to \$101,008 plus 15.4% super



Go somewhere unexpected

The role

We are seeking experienced Information Officers to join our Information and Records Management team.

As an **Information Officer**, in our Enterprise Solutions and Technology (EST) business area, you will manage ATO information and data in all formats to conform with our obligations and embed best practice. You will help to increase the availability and accessibility of information for all staff and ensure reliable records are maintained.

You will build strong relationships with business partners. You'll review new business proposals and provide specialist advice on information management and collaborative working whilst assessing and managing risk.

You will ensure business processes are accurately modelled and that standards are in place to support and align with statutory regulations.

Our ideal candidate

- > has extensive experience in MS365 including SharePoint
- > has sound knowledge of information management concepts and practices and provides expert advice on emerging opportunities and challenges
- > is familiar with various legislation, including the Privacy Act, Archives Act, FOI Act and can translate data to diverse audiences
- > leads a team and develops capability through coaching, mentoring and training, and seeks continuous improvement opportunities as they arise
- > communicates the organisation's information management strategy and assists in developing it as an integrated part of business processes
- > confidently and effectively communicates using a range of communication channels.

The Australian community requires the highest integrity of ATO staff. Our ideal candidate also acts with integrity, makes ethical decisions and embodies our [cultural traits](#) and [APS Values](#).

You'll need to agree to [pre-engagement integrity checks](#) to work for the ATO, and some of our roles also require a [security clearance](#). We may conduct further integrity checks during the course of your employment.

These roles may be offered on an ongoing or non-ongoing basis in **Box Hill, Canberra, Melbourne CBD or Newcastle**. If you are found suitable but do not receive a job offer, we'll add you to a list of people we can contact about similar jobs that become available. This is called a merit pool, to find out more visit [Our recruitment process](#).

You'll need to be an Australian citizen to work for the ATO.

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

About the area

EST is responsible for delivering contemporary technology solutions for ATO staff and the community. We work together with other business lines and our external service partners to design, build, test and maintain the IT and information systems, tools, services and infrastructure that underpin the ATO's operations.

We are committed to achieving the ATO's vision for a contemporary, client focused organisation by transforming the client and staff experiences through technological improvement.

Our offer

People are at the heart of the ATO's success, and we are committed to enabling them to perform at their best. We offer the following benefits:

Competitive salaries and 15.4% superannuation.

Contemporary offices **all over the country**.

Genuine flexibility to help achieve a balance between work and life including access to flexible hours, opportunity for hybrid work and flextime.

Generous leave provisions to help you live your best life outside of work, including:

- > 4 weeks annual leave, plus additional paid leave when we closedown over the Christmas to New Year period
- > option to purchase up to 8 weeks additional leave per year
- > paid parental leave, including supporting parents leave and adoption and foster care leave
- > up to 17 days paid personal leave per year to recover from illness or injury or to care for a family member
- > paid study leave.

We make contributions to your health and wellbeing through subsidies for eye health, flu vaccinations and an Employee Assistance Program. We have a range of tools and support available through our Thriving Minds Hub.

Investing in your growth and career development is our key to success. Our training courses, conferences, webinars and external study support will ensure you'll never stop learning and will help you open doors to diverse and rewarding career pathways.

More information about our offer is available in the [ATO enterprise agreement 2017](#).

Our work

At the ATO, you'll do work you can't do anywhere else. Work that is meaningful, diverse and challenging. Work that makes a real difference to the lives of Australians and that contributes to their economic and social wellbeing – work that might take you somewhere unexpected. Experience the spirit of the Australian Public Service with the size, dynamism and agility of big business. Deliver a client experience that defies expectations. Design solutions that turn problems upside down. Build cutting-edge systems that engage, and make it easier to do the right thing than it is to do the wrong. Shape the way legislation is interpreted and applied, and influence new policy. Test yourself against the best minds in your field, not just here but on a global stage. Become a leader and drive innovation across everything we do. Find out more about what we do by visiting [who we are](#).

Our people

Our people have vision. We're building a leading tax and superannuation administration; and business registry service known for contemporary service, expertise and integrity. We are committed, innovative, and our achievements are celebrated. We are diverse too, as diverse as the work we do. We're empowered; we collaborate across boundaries and engage our clients and partners to deliver real outcomes.

Our culture

Great minds do not think alike! We celebrate and champion diversity to reflect the community we serve and because we know that your uniqueness powers our vision. To find out more about the ATO's commitment to diversity and inclusion you can read our [2024 Diversity and Inclusion Strategy](#). We have a vibrant, client-focused culture that will position us to thrive in a rapidly changing world. Watch a [series of videos](#) to understand how our cultural traits support us to deliver the right outcomes for the community.

How to apply

[Apply now](#) by completing the application form and submitting your tailored, four page resume.

- > As your resume is a critical, assessed component of your application, you will need to include specific dates against each role you have held. Ensure you emphasise how your experience, knowledge, job-specific skills and cultural alignment demonstrates why you're the ideal candidate as outlined in this candidate information kit.
- > Submit your application via our online recruitment system by: **11:00pm AEST Monday 22 May 2023**.
- > You can let us know about any adjustments or assistance you may need to participate in the recruitment process when completing the application form.
- > If you have questions regarding this role or the recruitment process, email the contact officer Laura.Bradley@ato.gov.au.
- > [RecruitAbility](#) applies to this role.