Records Manager
Campbell Park - ACT
$80,487 - $86,211 (APS 5) plus Super

**The Role**
The Records Officer in Defence Legal will be a part of a small team that will work across mediums (physical and digital) in assessing and sentencing Commonwealth Records created by Defence Legal.

This important and vital role follows strict legislative requirements and internal processes to ensure Defence is meeting National Archive obligations and helping our broader Defence Legal Practice in accessing the right records, for the right person, at the right time.

Further the role will assist in educating the Defence Legal Practice in good record keeping practices, how to use the systems to help them find the records they need and manage access to records through Defence’s EDRMS.

 **About our Team**
Defence Legal Technology Data and Information (DLTDI) Directorate is part of Legal Practice Enablement (LPE) Branch, which is the backbone of Defence Legal in supporting and empowering officers to deliver quality legal services to the Australian Defence Force, the Minister for Defence and the Department of Defence.

DLTDI is a high performing, multidisciplinary team that embraces diversity, flexible work, career growth and development. It has responsibility for providing Defence Legal with necessary tools, systems and processes to deliver complex legal services for Defence. This includes:

* Maintaining the security of Defence and Defence Legal technology and data
* Coordinating procurement, installation and maintenance of Defence Legal software, hardware and systems
* Ensuring Defence Legal staff understand and use the technology that is available to them effectively
* Systematically organising, capturing, storing and sharing knowledge
* Managing information, records and data to improve decision-making, promote collaboration and increase efficiency.
* Promoting a culture of learning and knowledge-driven decision-making

**Our Ideal Candidate**
Does organising, prioritising and completing a well-established process that shows you results at the end of the day excite you?

If working in a small team, with autonomy, clear priorities and processes fits your skills and experience, we invite you to apply for the APS 5 Records Manager position.

**Application Closing Date: Thursday 30 November 2023**

For further information please review the job information pack, reference **ASG/11308/23** on https://defencecareers.nga.net.au/?jati=E84CCCD2-EEA3-8C46-97ED-D23146A00D9E