



# APS 6 - Information and Records Management Officer

**Job Reference Number:** ASA/02103/24

**Salary:** \$91,702 - \$104,753 (plus Super)

**Position Location:** Canberra ACT, Adelaide SA

**Employment Status:** Ongoing – Multiple Vacancies  
Fulltime (37.5 hours per week) or Part time – As negotiated

**Security Level:** Baseline to commence, with the ability to obtain and maintain NV1

**Group:** Australian Submarine Agency

**Contact Officer:** Keira Bennett, 08 8227 3933 or Lyn Donaghy 08 8115 0001

**Closing Date:** 11:30pm (AEDT), Sunday 24 March, 2024  
Extensions may be granted in exceptional circumstances only.





## Your Role

The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the nuclear-powered submarine program will transform Australia's economic and national security landscape for decades to come.

The duties of an APS 6 Information and Records Management Officer occupation in ASA include the following:

1. Provide advice to stakeholders in relation to the life cycle of information and records management activities and relevant legislative and administrative guidance.
2. Manage information and records management activities in accordance with the *Archives Act 1983*, relevant legislation and ASA policies and procedures.
3. Review integrity of information to recommend its suitability for disclosure in accordance with legislative and administrative guidance.
4. Develop and implement information and records management policies and procedures to achieve continuous improvement.
5. Work collaboratively and negotiate with stakeholders to achieve outcomes.
6. Facilitate and supervise the delivery of outcomes for the team.

## Our Ideal Candidate

We are a dynamic organisation seeking employees who are agile, innovative and energised by high-paced work. Our ideal candidates will bring the following attributes and skills to the role:

- Ability to maintain an Electronic Document and Records Management System (EDRMS).
- Understand the requirements of compliance with records management legislation, policy and regulatory requirements throughout the records management lifecycle.
- Establish and maintain constructive relationships with a broad range of stakeholders.
- Communicate at a high level (both verbal and written) to develop and implement records management procedures to achieve continuous improvement.
- Provide guidance and training on the information and records management lifecycle to a diverse and integrated workforce.

## Desirable Qualifications, Experience or Training


The below experience and skills are highly desirable but not essential:

- Tertiary qualifications in Records Management or a related field

## Our Organisation

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia's nuclear-powered submarine program.

Australia's acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe.



The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors.

At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology.

As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

## Nuclear Mindset

The Australian Nuclear Mindset is a set of shared qualities and attitudes that shape the way we think, act and learn. It reflects our dedication to excellence and an unwavering commitment to safety, security and safeguards of the nuclear propulsion technology.

Management and operation of nuclear-propulsion technology requires exceptionally high standards, an absolute focus on safety to avoid incidents and commitment to security to avoid its misuse. Australia's acquisition of conventionally-armed, nuclear-powered submarines will require the attainment of a nuclear mindset for the safe, secure and effective cradle-to-grave management of this capability. The nuclear mindset is the foundation for every action, decision, policy and behaviour to ensure we keep our communities, personnel and environment safe and secure. The adoption of a nuclear mindset demands precision, excellence, attention to detail and an inherent curiosity, and each member is responsible and accountable for exhibiting and ensuring the appropriate mindset thrives.

## Our Team

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people.

Within the Information function the APS 6 Information and Records Management Officer is accountable under broad direction to perform and achieve complex information and records management work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and ASA's mission and policy requirements.

We offer flexible working arrangements and a range of formal and informal professional development opportunities.

## Our Work Environment

As the range and nature of work within the Australian Submarine Agency is so diverse, so are the different work environments that our employees are located in.

The workplace environment requirements for this role include;

- Computer use
- Sitting at desk

## Office Arrangement

ASA is committed to assisting its employees with flexible office arrangements. This position offers a Flexible/On-site Office Arrangement.

## The Selection Process

ASA uses a range of assessment processes to assist in selecting suitable applicants. We uphold the [APS Merit Principle](#) and our processes are designed to select the best available person for the job.

<b>Submission</b>	Complete and submit your resume, referee details and statement of claims as per the written response requested.
<b>Shortlisting</b>	We will assess your written application using the <a href="#">Work level Standards</a> and the attributes and skills contained in the “Our Ideal Candidate” section above.
<b>Interview</b>	If your application is found successful at shortlisting, you will be invited to an interview either in person or virtually. It is anticipated that interviews will be conducted commencing 8th April 2024.
<b>Referees</b>	<b>We will initially contact your referee/s electronically to help us determine if you are suitable for the role/s. Follow up calls to your referee may occur where required.</b>
<b>End of Process</b>	When the process is finalised, we will let you know the outcome via email.

## How To Apply

Apply for this role by submitting your application through our [online recruitment system \(eRecruit\)](#) located at ASA APS Careers. If you have any questions regarding this role, email the contact officer.

For more information please refer to the [Applicant User Guide](#). Further advice on addressing selection criteria can be found in ‘[Cracking the Code](#)’ publication located on the Australian Public Service Commission website.

Vacancies will be extended **in exceptional circumstances only**. Applicants requesting an extension must contact the Contact Officer **24 hours prior** to the vacancy closing date.

## Assessment Criteria

In your application, you should provide a copy of your current Resume/CV and address the following:

### Written Response

When forming your response, you should consider the position description and provide examples, which demonstrate your ability to perform the duties of the role.

Applicants are required to provide a response addressing the following:

An explanation of how your skills, knowledge and experience will be relevant to this role (limit your total response to 600 words).

## RecruitAbility

[RecruitAbility](#) applies to this role. If you choose to apply under RecruitAbility, you will need to:



- Declare you are living with disability
- Meet the minimum requirements for the position.



When you apply for a role in ASA's [online recruitment system](#) you must first identify that you have a disability, which will give you the option to 'opt into' the Scheme.

You must tick the 'opt in' box to participate, as just declaring you have a disability will not automatically include you. If you have been assessed as meeting the minimum requirements of the job, your application will be progressed to the next stage of the selection process.

As your application progresses, you can speak with the contact Advisor about reasonable adjustments for any stage of the assessment process.

## Merit Pool

This recruitment process is being used to fill immediate and anticipated vacancies. A merit pool of suitable candidates will be created. Those found suitable will be advised that they have been placed in the pool. This is not an offer of employment and not all candidates selected for inclusion in the merit pool may ultimately receive an offer of employment.

The merit pool is valid for 18 months from the date the vacancy was advertised in the Public Service Gazette. The merit pool may be used to fill similar positions in the event positions become vacant.

**PLEASE NOTE:** ASA APS Careers is for job seekers only. We do not accept unsolicited resumes or applications from recruitment agencies and/or search firms and will not pay fees to any such organisations unless arranged with the provider prior to advertising the vacancy.

## Eligibility

Employment with the Australian Submarine Agency is subject to conditions prescribed within the Public Service Act 1999.

**Citizenship** – To be eligible for employment within the Australian Submarine Agency, applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.


**Health Assessment** - As a condition of engagement, a mandatory pre-employment health assessment may be required where there are physical or medical requirements for the role. Your contact officer can provide further guidance on whether this is required for your role.

**Organisational Suitability** - Due to the sensitive work undertaken within the Australian Submarine Agency, there may be the requirement to undertake additional suitability screening.

**Security Clearance** – The Australian community requires the highest level of integrity from public servants. The preferred applicant will be required to successfully undergo the [security clearance](#) vetting process at a specified clearance level.

Further information can be provided in the [Australian Government Security Clearance Applicant Guide Book](#). Please ensure that you read this information thoroughly and confirm that you meet the minimum requirements to be eligible to hold a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. The security clearance level required for this position can be found on the front page of this Information Pack.

More information on the security clearance vetting process is available on the [AGSVA website](#).



**Thank you for your interest  
Australian Submarine Agency**