

Position Description

C-0154



Position Details

Position Number:	11775
Position Title:	Information Management Coordinator
Division/Region:	People, Safety & Risk
District/Branch:	Information Management
Location:	Bourke Street
Term:	Ongoing, Full Time
Classification:	Grade 6 (\$102,996 - \$110,619 + government required superannuation)
Hiring Manager:	Senior Manager, Information Governance

Position in Context

The People, Safety & Risk division provides advice and support for legal, human resources, health & safety, statutory compliance, governance, information management, audit and risk functions for Parks Victoria. The division provides the tools and frameworks to ensure efficient and effective governance processes, including risk and information management frameworks that can assist management to make informed decisions within an acceptable risk profile. The Information Management team is responsible for strategically planning and managing information (unstructured, semi-structured and structured) across the whole organisation. This includes records systems support, archive management, freedom of information, information security and privacy.

Position Purpose

The primary focus of the position is to implement information projects and maintain information governance processes in line with the Information Management Strategy. The position will work with business units to advise them on how to manage their information and to help the organisation meet its compliance requirements. The position will work with the wider Information Management team and IT Services to maintain and improve the Microsoft 365 (M365) suite and the integrated recordkeeping application including benefits realisation measurements and rollout processes. The position will lead information governance activities, such as Information Asset registration and management, and be responsible for engaging with each business unit within the organisation to identify their information, map processes and help develop and deliver training/communication collateral. A key outcome of this is to increase user adoption of compliant tools and increase the workforce's information capabilities. The position is also responsible for ongoing monitoring and support of the M365 tools/integrated application(s) and the workforce usage of these, to identify issues for remediation/investigation and document future improvements or additional requirements.

Key Accountabilities

ACCOUNTABILITY	DESCRIPTION AND MEASUREMENT
Stakeholder Management and Customer Service Focus	<p>Build strong relationships with key stakeholders across Parks Victoria, at all levels, including specialist areas, to obtain their cooperation and acceptance of the business changes.</p> <p>Consult, negotiate and provide stakeholders with timely and accurate advice and support on key matters. Seek to understand stakeholder and customer needs and provide oversight to ensure fit for purpose solutions can be implemented</p> <p>Ensure engagement with stakeholders, including in team meetings, to ensure there is understanding of linkages, dependencies, and issues are understood and well managed.</p>

Project implementation and continuous improvement	<p>Lead projects identified under the Information Management Strategy to create efficient processes for Parks Victoria staff and compliant governance of information, data and records. This includes effective change management, compliant procurement, process analysis, business cases, reporting and benefits realisation.</p> <p>Identify issues, additional requirements and lessons learnt for continuous improvement of processes, project rollout and systems. Liaise between business units, IT Services and Information Management to obtain approval and implementation of changes.</p>
Information Analysis & Governance	<p>Effectively gather and translate business requirements into functional requirements and analysis diagrams to facilitate implementation of best practice solutions that are compliant with data, records and information handling requirements.</p> <p>Maintain the Information Asset Register and information ownership activities.</p> <p>Conduct monitoring activities and provide information, support, and advice on compliance with the information and records management policy and procedures and associated standards.</p> <p>Promote and communicate good information, data and records management practice and identify opportunities for improvement.</p>
Communication & Change Management	<p>Develop change management plans that will enable effective embedding of information management outcomes across Parks Victoria's business. This includes planning and scheduling of activities required to implement the actions within the change management plan and identifying measurements for the success.</p> <p>Reviewing, revising and implementing training and communications plans to support improved engagement across all Parks Victoria to facilitate change management of Information Management initiatives.</p>
Values, Safety and Wellbeing	<p>Champion Parks Victoria's preferred culture to meet Parks Victoria's corporate objectives and to promote teamwork, employee development and empowerment in order to foster a culture of high performance and a workforce which demonstrates behaviours consistent with Parks Victoria's corporate values.</p> <p>Provide and maintain a working environment that, as far as reasonably practicable, is safe and without risks to the health, safety and wellbeing of all (employees, contractors, volunteers).</p> <p>Ensure risks are managed satisfactorily, including assessing, communicating and monitoring controls and emerging conditions that may affect risk responses.</p>
Finance and Governance	<p>Ensure effective budget management and financial reporting which meets the organisation's overall legal and statutory requirements and control expenditure within budget limits whilst maximising the value of management resources.</p> <p>Lead and support the compliance through internal controls, including policies, procedures and delegations to manage how decisions and actions are undertaken to achieve Parks Victoria's objectives.</p>

KEY CAPABILITIES

To be successful in this position the incumbent will exhibit the following key capabilities:

NO.	CAPABILITY	DESCRIPTION
P2.	Teamwork	Willingly cooperates and works collaboratively towards solutions that generally benefit all involved parties and to accomplish organisational objectives
L1-B	External and Internal Relationships	Builds and maintains effective relationships with internal and external stakeholders to facilitate the activities well beyond the work group

L7-B	Facilitating Change and Innovation	Actively promotes and drives change using broad influencing skills to overcome barriers and gain support
S1-B	Project Management	Demonstrates quality project management skills on large and/or multiple projects across the division or region.
S7-B	Written Communication Skills	Prepares complex written information in a number of mediums to meet the needs of varying audiences.
S8-B	Verbal Communication Skills	Verbally conveys information to audiences across all levels of the organisation, providing clarity and shared understanding of difficult and/or sensitive topics.

Key Selection Criteria

- Demonstrated experience in and understanding of Government information management requirements.
- Demonstrated experience in and understanding of effective information training and change management.
- Tertiary qualification or equivalent experience, education and/or training, preferably in a business, change or analytical discipline.
- Proven issue identification, analytical and research skills, problem solving skills and a demonstrated ability to develop and negotiate innovative, sensitive and practical solutions and provide strategic advice to complex issues.
- Experience with administration of SharePoint sites and/or electronic document and records management systems.
- A current employee Working with Children Check or the ability to obtain one prior to appointment
- Working knowledge of project management, government procurement and Microsoft 365.

Foundation Capabilities and Behaviours

All staff are expected to support Parks Victoria's vision, mission, values and preferred culture and this includes modelling behaviours outlined in the VPS Code of Conduct.

Parks Victoria recognises diversity and inclusion is everyone's business. We value a culture where everyone can be themselves at work, regardless of background, orientation, age or gender, that brings out our best, values everyone's contribution and works within a flexible working environment, ultimately reflecting the community we serve.

Organisational Commitments for all Staff

Parks Victoria is a key support agency in Emergency Management. All staff may be directed to perform fire and emergency and/or business continuity roles as required. This can include carrying out these roles in alternative locations around Victoria.

Parks Victoria is committed to ensuring a culturally safe work environment for Aboriginal people and values the beliefs, knowledge and views of Traditional Owners. This includes empowering Traditional Owners to equitably participate in the governance and management of Country. All Parks Victoria staff are expected to support this commitment.

Parks Victoria is committed to child safety and has zero tolerance for child abuse and all forms of harm to children, in accordance with the Victorian Child Safe Standards. All Parks Victoria staff are expected to support this commitment.

Parks Victoria requires all prospective employees to undergo a National Police Record Check to ensure the safety of our staff and the community. A criminal record will not automatically preclude you from applying for a role at Parks Victoria. Each application will be considered on its merits.

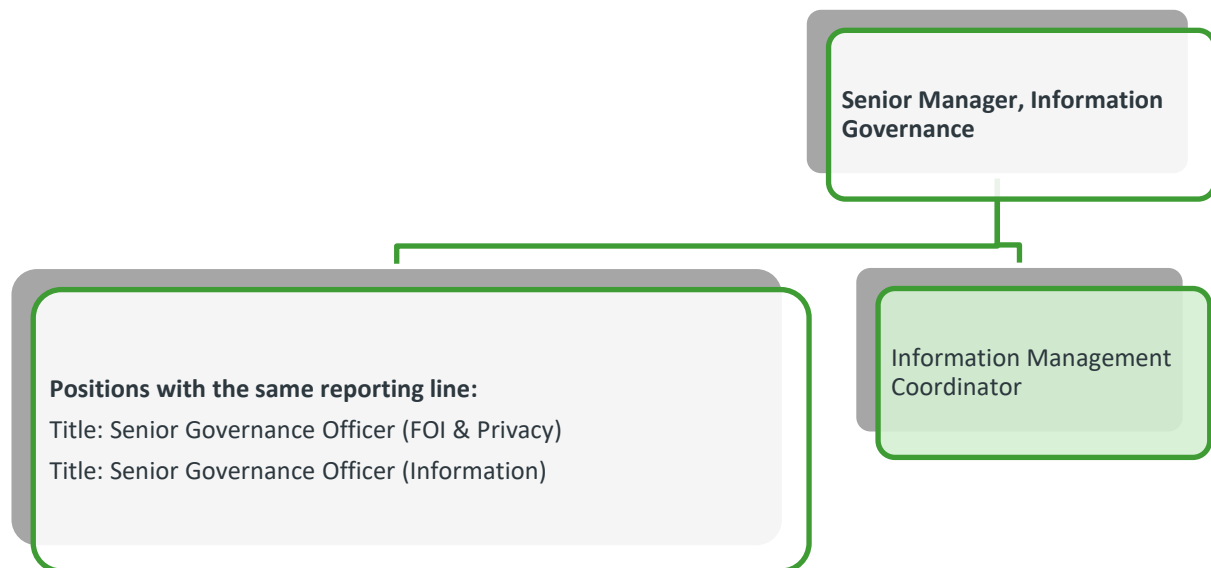
Parks Victoria's policies require the successful applicant to be up-to-date based on Australian Technical Advisory Group on Immunisation (ATAGI) advice, as guidance vaccination is an appropriate and important measure to reduce the transmission risks of COVID-19 at Parks Victoria workplaces. This role will be subject to ATAGI advice on recommended vaccination dosage and exemptions, as and when it is updated. The incumbent is required to provide evidence to Parks

Victoria confirming their Vaccination Status as up-to-date or as an Exempted Person in line with ATAGI recommendations.

Only people with Australian Citizenship or Permanent Residency may apply for this position.

Position Dimensions

REPORTING RELATIONSHIPS



BUDGETS

Capital Expenditure:	Set Annually
Operational Expenditure:	Set Annually

KEY STAKEHOLDERS

Internal	External
<ul style="list-style-type: none">IT ServicesInternal CommunicationsBusiness unitsOrganisational Development and PerformanceGovernance, Risk & Compliance	