

POSITION DESCRIPTION

POSITION DETAILS

Position Title	Senior Information Management Officer
Directorate	Corporate Services
Reports To	Coordinator Business Information
Supervises	Nil
Grade	Grade 5
Date Prepared	February 2024
Date Last Updated	April 2024

1. POSITION PURPOSE

- a) Support the Coordinator Business Information in leading, coordinating and developing information management services including
 - corporate wide information management standards, programs and practices
 - supporting and administering information management related systems and business processes
 - implementing business improvement solutions to enhance the effectiveness and / or efficiency of information management services
 - b) Provide specialist support for access to collections of corporate documents and records as well as their disposal
 - c) Demonstrate leadership in risk management practices and continuous improvement activities for description, tracking and safekeeping of documents and records
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2. ACCOUNTABILITIES

- a) Provision of document registration support services
- b) Maintenance of user access regimes and related security controls
- c) Administration of document workflow support, including workflow analysis and control management reflecting production needs throughout the organisation
- d) Facilitation of access to semi-active collections of physical records
- e) Support of collection management programs – EDRMS plus other business system software applications where content may be managed 'in place'
- f) Facilitation of universal standards for functional classification / description of business information across various collections across Council
- g) Support of consistent data entry and metadata standards for business system software applications used throughout Council
- h) Curation of information collections – including sentencing and disposal regimes
- i) Support of structured and unstructured user education opportunities
- j) Leadership in continuous improvement of information management capabilities including information management systems design and integration



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- k) Other duties, as directed by the Coordinator Business Information, which are consistent with the position purpose statement.
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3. SELECTION CRITERIA

Essential Qualifications / Licences / Certificates / Tickets

- Relevant tertiary education equal to or greater than a Certificate IV in Business (Records and Information Management), or evidence of sufficient work experience that has provided commensurate knowledge and skills.
- C Class Drivers Licence

Skills and Experience

- Proven track record of delivering quality information management services across diverse business areas
- Sound experience with statutory compliance and better practice approaches to information management
- Proficient with data / information management software
- Excellent analytical, critical thinking, and problem-solving abilities
- Well-developed written and verbal communication skills
- Good collaboration and stakeholder engagement skills
- Demonstrated ability to manage and control process flows
- Capable of handling sensitive information with care

Personal Attributes

- Strong attention to detail and accuracy
- Decisive and focused on process standards
- Calm under pressure
- Passion for business improvement and leveraging information technology
- Adept at explaining information management concepts to non-experts

Desirable Qualifications, Experience and/or Skills

- Public sector experience, especially in local government
- Experience with digital transformation projects
- Policy implementation skills
- Experience with continuous improvement methodologies, especially for process management

4. WH&S RESPONSIBILITIES

Work Health and Safety (WHS) is the number one priority at Burwood Council ('Council').

As a worker of Council, it is your responsibility to:

- Follow Council's WHS policies and procedures as instructed
- Report all WHS hazards incidents and near misses to your supervisor as soon as possible
- Participate in all required WHS training

To minimise risk and assist in protecting workers in employment at Council, workers are required to meet the inherent requirements of the position, including any Job Demand Analysis (JDA) that has been completed outlining the inherent physical requirements of this

position. Council seeks to apply reasonable adjustments to remove barriers to workplace participation for individuals with a disability or injury.

5. CODE OF CONDUCT

Behave ethically at all times and adhere to the relevant *Burwood Council Code of Conduct*.

6. POLICIES, CORPORATE PRACTICES AND PROCEDURES

Comply with relevant Council policies, corporate practices, procedures and guidelines.

7. RECORDS MANAGEMENT

Routinely create full and accurate records within corporately sanctioned systems, treat records with care, and ensure that records are managed securely.

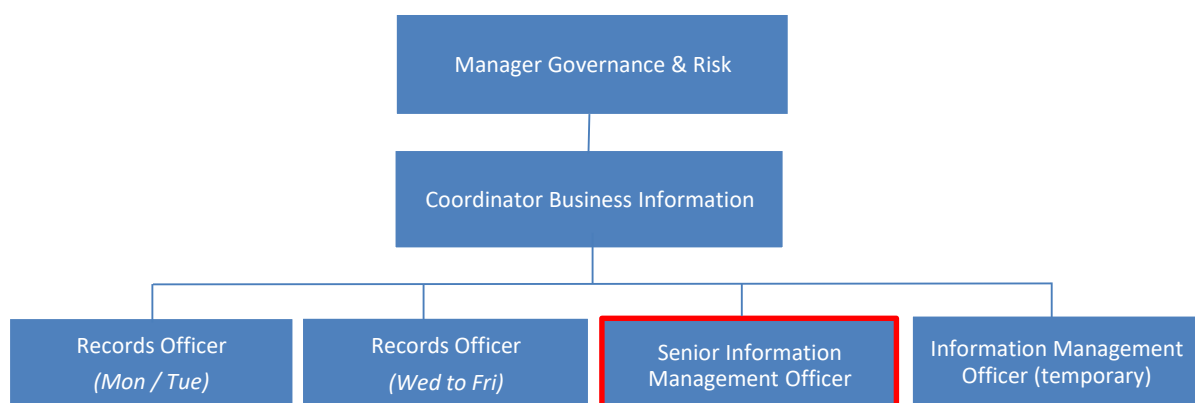
8. RISK MANAGEMENT

Responsible for supporting and promoting a risk management culture by being actively involved in the management of risk. Recognise and accept that risk management is your responsibility and is to be applied to all aspects of your duties.

9. LIMITS OF AUTHORITY

This position is granted powers by the General Manager in accordance with the prevailing version of the instrument of *Delegations and Authorisations from the General Manager*.

10. ORGANISATIONAL RELATIONSHIPS





11. EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Name

Signature

Date
