

## ROLE DESCRIPTION

<b>ROLE TITLE:</b>	Information Management Coordinator	<b>AGENCY:</b>	<a href="#">Department of the Premier and Cabinet</a>
<b>CLASSIFICATION:</b>	ASO4	<b>DIVISION:</b>	Art Gallery of South Australia
<b>ROLE NUMBER:</b>	P65782	<b>BUSINESS UNIT:</b>	Art Gallery of South Australia

**REPORTS TO:** Head of ICT

**ROLES REPORTING TO THIS ROLE:** Nil

**BUDGET:** In line with the relevant financial delegations

### ROLE PURPOSE:

The Information Management Coordinator is responsible for coordinating the implementation and maintenance of sound information management processes, including developing and implementing standardised and consistent procedures and practices within the Art Gallery of South Australia's (AGSA) corporate information management framework.

The role provides guidance to staff in relation to best practice information management and collaborates across teams to ensure work practices are compliant and consistent with information management standards.

### KEY OUTCOMES OF ROLE:

1. Provide high level corporate support to AGSA by developing and coordinating the implementation and maintenance of a sound administrative corporate record management process, including implementation and upkeep of an Information Management framework.
2. Develop and implement consistent procedures and practices, utilising a standardised approach, for the creation, classification, disposal, maintenance and access of records, in alignment with the *State Records Act 1997* and General Disposal Schedules
3. Ensure adherence with the Freedom of Information Act in the agencies responsibilities to process and respond to Freedom of Information requests, including providing high level consistent, expert advice, drafting determinations, developing policies or procedures, undertaking document discovery and reporting as required.
4. Coordinate and develop governance for the uplift of AGSA's SharePoint intranet that will consolidate organisational records from across various sources including network drives, personal drives and mailboxes.
5. Coordinate and provide a range of general records management services including electronic and physical file creation, classification, digitisation, storage, access, security and tracking, to complement existing systems.
6. Undertake projects related to information and records management or other business initiatives as required.
7. Create records management training materials for internal staff and deliver training, support and provide technical expertise as required.
8. Support the functions of AGSA Library including providing support and assistance in the handling of documents and records.

### KEY RELATIONSHIPS / INTERACTIONS:

- Reports to the Head of ICT
- Has a strong working relationship with the Senior Library Coordinator and library volunteers
- Works closely with the Head of Corporate Services and other members of AGSA's Executive Management Team
- Close working relationship with various teams within the Department of the Premier and Cabinet
- Works closely with State Records of SA

**SPECIAL CONDITIONS:**

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires:
  - Nationally Coordinated Criminal History Checks (NCCHC) (required for all roles)
  - Working with Children Check
  - Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.

**KEY SELECTION CRITERIA:**

- Experience in coordinating and providing high quality information management services, including file and document creation, classification, maintenance, disposal, archiving and storage compliant with State Records and organisational Disposal Schedules.
- Experience developing, implementing and maintaining information management processes, practices and procedures utilising a standardised approach within a public sector environment.
- Excellent written and oral communication skills with attention to detail and accuracy and proven ability to write reports with recommendations which seek to achieve organisational outcomes.
- Demonstrated well-developed organisational skills including working under limited direction in managing multiple, concurrent matters, with a proven ability to sustain high level performance, determine priorities, organise workloads and meet demanding deadlines.
- Demonstrated commitment to continuous improvement and innovation by challenging assumptions and establishing views and generating ideas to deliver goals more effectively in relation to the management of information.
- Experience in the function of Freedom of Information including the procession of a current FOI Accreditation and understanding of an agency's obligations under the FOI Act.
- Experience with Microsoft SharePoint, including configuration and support of site permissions, content types, managed metadata, lists, libraries, web pages and web parts.
- Relevant tertiary qualifications such as Certificate 3 or 4 in Business Record keeping is highly recommended.

**PURPOSE**

- Making a difference so South Australia thrives

**VISION**

- The Heart of government

**DPC VALUES**

- Curious
- Courageous
- Connected

**SOUTH AUSTRALIAN PUBLIC SECTOR VALUES**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ Trust</li> <li>▪ Service</li> <li>▪ Professionalism</li> <li>▪ Respect</li> </ul> | <ul style="list-style-type: none"> <li>▪ Collaboration and Engagement</li> <li>▪ Honesty and Integrity</li> <li>▪ Courage and Tenacity</li> <li>▪ Sustainability</li> </ul> |
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**CORPORATE RESPONSIBILITIES**

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

## CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

*[Check the boxes of the behaviours that are most relevant to the role]*

### Holds Big Picture View at Local and Individual Level

- Sees the big picture and understands how their work contributes to the strategic direction
- Understands and supports organisational goals and business objectives
- Responds in a positive and flexible manner to change and uncertainty
- Identifies, defines and solves problems that may impact on own work objectives
- Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes

### Achieves Results

- Understands individual and team capabilities and makes effective use of own capabilities
- Takes into account the associated advantages and disadvantages of a range of options to deliver the best results
- Understands how work practices are governed by Public Sector legislation, regulations and policies
- Sees work tasks through to completion with agreed timeframes to achieve quality outcomes
- Applies specialist expertise of self and others to achieve business outcomes

### Promotes Business Excellence

- Provides support to implement new innovative initiatives and promotes change
- Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment
- Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards
- Promotes a strong customer service culture by understanding needs
- Assists and supports financial monitoring, procurement and contract procedures

### Builds Positive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

### Displays Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self evaluates performance & seeks feedback from others. Recognises how behaviour impacts on others
- Committed to self development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained