



Courts Administration Authority JOB PROFILE

Position	Records Manager
Division	CourtSA
Remuneration	ASO7

THE ORGANISATION

The Courts Administration Authority is constituted by the *Courts Administration Act 1993*. The Act established the State Courts Administration Council as an administrative authority independent of control by executive government and to confer on the Council power to provide courts with the administrative facilities and services necessary for the proper administration of justice.

Participating courts of the Authority are the Supreme Court, District Court, Environment, Resources and Development Court, Youth Court, Magistrates Court, and the Coroner's Court.

CourtSA

The CourtSA Directorate provides centralised jurisdictional and administrative services to participating courts of South Australia. It is comprised of functional work teams which deliver strategic and operational court-focused services and solutions to ensure the effective and efficient operations of the courts and support their future direction.

This directorate includes the Electronic Court Management System Branch, IT Service Delivery, IT Applications, Information Management Branch (incorporating Records Management and Information Security), IT Contracts and Planning Branches and the CourtSA Contact Centre.

Information Management Branch

The Information Management Branch supplemented by contracted service providers and staff, supports and ensures the operations of the CAA's information environment by:

- Establishing and maintaining a CAA Cyber Security Framework, aligned to the South Australian Cyber Security Framework.
- Establishing and maintaining information policies and practices within with the South Australian Protective Security Framework policy areas.
- Providing assurance frameworks and activities for the availability, integrity and confidentiality of CAA's information, and its compliance with regulatory requirements;
- Developing and implementing relevant information digitisation strategy and initiatives.
- Managing and supporting CAA's EDRMS.
- Maintaining hard copy and historical record management frameworks and Archival Services.

THE ROLE

The Records Manager is responsible for the CAA's Records Management strategies, policies and procedures, and providing training and support for managers and employees across the CAA. This includes the management of an integrated Electronic Document Records Management System (EDRMS) within the Courts Administration Authority (CAA).

With CAA business partners, the Records Manager will develop business improvements through the use of current tools eg EDRMS, to digitise record keeping and record based workflows.

KEY RELATIONSHIPS

This position reports to the Manager Information Management Branch.

Directly supervises:

- EDRMS Administrator
- Archivist

The Records Manager:

- manages the records management team including technical and non-technical staff and at times may also manage contractors and service providers.
- works closely, collaboratively and cooperatively with other managers within the CourtSA division, members of the Judiciary and CAA staff.
- maintains working relationships with relevant staff from other agencies, external suppliers and service providers.

KEY ACCOUNTABILITIES / RESPONSIBILITIES

- Ensures the CAA 's record management processes comply with the State Records Act, 1997 and CAA's legislative framework.
- Develop and maintain the CAA's record and information management strategies and plans.
- Lead and manage the provision of high-quality records management services.
- Investigate, recommend, implement and evaluate new records management initiatives and business processes.
- Provide expert advice and support for CAA managers and staff on records management policies, practices and procedures.
- Primary responsibility for the CAA's Records Disposal Schedule and Archival processes.
- Management of the offsite storage of records.
- Ensure the success of the CAA's strategic records management needs through the use of an EDRMS.
- Provide leadership in the integration of the EDRMS into core business, particularly with regard to digitising records and processes.
- Develop, promote and implement appropriate training programs to ensure staff understand the requirements of the Records Management policies and procedures.
- Provide leadership within the CAA for the classification and handling of information in accordance with the South Australian Protective Security Framework.
- Represent the CAA on whole of government forums and committees relating to records and information management.

SELECTION CRITERIA

Essential

- Extensive experience in developing and implementing records management plans, policies and procedures across an organisation.
- Comprehensive knowledge of the Government's Records Management Framework requirements.
- Knowledge of, and experience in, computer software systems relating to records management.
- Ability to develop key performance indicators for record keeping processes including compliance with standards and procedures.
- Proven ability to communicate clearly and professionally, both verbally and in writing, with a broad range of people.
- Knowledge of *Information Privacy Principles*, the *State Records Act 1997* and whole of government policies and procedures relating to records management within the public sector.
- Knowledge of the South Australian Protective Security Framework and the South Australian Cyber Security Framework.
- Demonstrated ability to successfully manage change including developing procedures and coordinating change management plans.
- Demonstrated ability to effectively manage the operations of a work area by providing leadership, establishing goals, prioritising workloads, building a team environment, motivating employees and managing/improving the performance of employees.

Qualification

- Qualifications in Records Management, Information Management, or other related discipline, or substantial practical experience.

SPECIAL CONDITIONS

The following special conditions apply to this position:

- Appointment is under the *Courts Administration Act 1993*. Terms and Conditions of employment are governed by the *Public Sector Act 2009*.
- Appointment is dependent upon a current National Police Certificate that the CAA finds satisfactory.
- As a justice agency, the CAA may receive details of spent convictions as part of any Criminal History Screening and use this information in the selection process.
- May be required to undergo security clearance checking to the level of Negative Vetting level 1 (NV1)
- Appointees may be required to disclose their COVID-19 vaccination status.