



ASO6 Senior Records Advisor Records Management Unit

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

Summary

The Senior Records Advisor is accountable to the Manager, Records Management Unit and is accountable for the provision of Records Management advice and services to Records Management Unit (RMU) staff and SAPOL employees.

The Senior Records Advisor is responsible for identifying records management issues and assist in the development of solutions which will ensure that all SAPOL documents are subject to appropriate procedures concerning the creation, storage, retrieval, archiving and/or destruction. A key focus of the role is to provide high level advice to staff at all levels throughout SAPOL and supporting the Manager, Records Management Unit in the day to day supervision and work allocation of RMU staff.

The Senior Records Advisor will be responsible for administrative support functions and assist Information Manager, Records Management Unit with relevant projects. The role will be a liaison with RMU staff, SAPOL, State Records and other agencies to control the efficient and

Service

Integrity

Leadership

Collaboration

Courage

Respect



timely storage, archiving, retrieval and/or destruction of SAPOL records. The incumbent will play a key role in the strategic planning for information management across SAPOL.

Special Conditions

Work Status	The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check. The incumbent may be assigned to other duties at this remuneration level or equivalent.
Location	Information Services Branch, Police Headquarters, 100 Angas Street Adelaide 5000.
Qualifications	N/A.
Out of Hours Work	Some out of hours work may be required.
Travel	Some intrastate and interstate travel may be required.
Performance Management	The incumbent is required to participate in SAPOL's iEngage program.

Reporting / Working Relationships

The Senior Records Advisor is accountable to the Information Manager, Records Management Unit and is accountable for the provision of expert records management advice and services to internal and external stakeholders.

The role is to provide high level advice to staff at all levels throughout SAPOL, support the Information Manager, Records Management Unit in the day to day supervision, mentoring and work allocation of RMU staff.

KEY OUTCOMES

- Responsible for undertaking projects allocated by the Manager, Records Management Unit to contribute to service delivery and continuous improvement, which may include the planning, coordinating, implementing and evaluation stages of RMU projects.
- Continuous improvement of internal processes by identifying innovative opportunities for business improvement, including reviewing, updating existing, and/or development of new processes and procedures.
- Support records management training and mentoring for RMU staff by development and implementation of consistent internal training and materials.
- Develop and deliver internal training programs to SAPOL employees and communications supporting adequate records management practices that incorporate 'user friendly' documentation to improve the knowledge and awareness of Electronic Document Records Management System (EDRMS) requirements and physical records management requirements.
- Providing expert advice and responding to complex records management enquiries for SAPOL staff and stakeholders.

- Conducting consultation with internal stakeholders on retention of documentation and implementation of amendments/updated versions of the SAPOL Records Disposal Schedule.
- Supporting the Information Manager, Records Management Unit in the successful implementation of EDRMS upgrades, system configuration, maintenance and audits.
- Strategic planning of records management activities and supporting complex business objectives and a multitude of projects.
- Day to day supervision and point of escalation for complex matters of Records Management Unit staff members under the management of the Information Manager, Records Management Unit.
- Contributing to the planning and implementation of new processes and systems that support strategic direction in SAPOL's management of records, utilising appropriate change management methodologies.
- Participate in the development and implementation of future directions and strategies for corporate records management across SAPOL.
- Contribute to the development and maintenance of the agency corporate records management systems in order to minimise the impact of change to staff and maximise their involvement in records management.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Detailed knowledge and understanding of records management practices and their application in the Public Sector, which includes the *State Records Act 1997*.
- Demonstrated experience in records management, including the management of permanent and temporary records, the application of disposal schedules and archival practices.
- Demonstrated experience in developing Records Management policies, standards and guidelines that are consistent with legislative and government requirements.
- Experience using an EDRMS.
- Strong analytical and problem-solving skills with proven successful outcomes.
- Experience undertaking compliance audits and reporting.
- Experience in monitoring and ensuring compliance with policies and standards in relation to records management.
- Demonstrated experience using initiative to take responsibility for significant projects and work with minimal supervision.
- Strong written and verbal communication skills.
- Experience in training and mentoring of staff.

Desirable Characteristics

- Relevant qualifications in Records Management or related discipline.
- Experience in configuration and administration of an EDRMS.

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Guidelines.