



Position Objectives	To provide information management services, advice and projects in relation to Council's Information Management Framework.
Key Responsibilities	<ul style="list-style-type: none"> • Develop and champion data, information and knowledge management as critical enablers of business and service transformation, improved effectiveness and efficiency, collaboration and open government. • Ensure Council's compliance with the NSW State Records Act 1998 and other best practices and legislative requirements that may arise from Council's Information Management Framework. • Building Council's capability in business intelligence and data analytics, so that high quality information, business intelligence and data analytics become core to Council's better managing its services and assets now and into the future. • Lead initiatives and projects related to Council's Information Management (IM) Framework, including but not limited to: <ul style="list-style-type: none"> ○ Periodic review of Council's IM Framework and IM Management Directive ○ Implementation/establish Council's "Information Asset Register", ○ Perform Council's yearly RMAAT assessment, ○ Review Council's records/information disposal program, ○ Review of changes to GA39 disposal authorities, ○ Define State Records transfer plan and Council's access directions as per new requirements under the NSW State Records Act 1988, ○ Improve Council's business intelligence capabilities • Develop and maintain strong and effective customer relations and strategic partnerships with all key stakeholders to support the effective service delivery of their service packages when it relates to information management. • Engage with external agencies and contractors as the focal point for Council in relation to information management (ie, NSW State Archives and Records, NSW Data Analytics Centre, external records storage contractor) • Provide advice regarding information management to support different corporate processes and working groups (ie, BII process, Digital Oversight Committee, etc.) • Embrace and promote Australian Business Excellence principle within the team and the entire organisation. • Managing risks in accordance with Council's Integrated Risk Management System.
Key Accountabilities	<ul style="list-style-type: none"> • Directly reports to the Digital Transformation Coordinator. • The role will provides information management specialist service and advice to all business units within Council and is responsible for performing repetitive and non-repetitive tasks with elements of complexity. Tasks are to be completed in accordance with existing processes and/or practices, although often the role is required to investigate and develop alternative sustainable solutions to ensure that customer satisfaction is achieved. • Ensure Council's compliance with NSW State Records Act 1998.
Extent of Authority	<ul style="list-style-type: none"> • Tasks are performed under the general direction of the Digital Transformation Coordinator. Decisions are generally made within the scope of established procedures and guidelines. • This role is governed by clear objectives and budgets and is authorised to control resources engaged in the delivery of corporate systems and data projects, using the most effective available techniques consistent with Councils' Enterprise Agreement, Policies and Procedures, the Local Government Act and other relevant legislation. • In consultation with the Digital Transformation Coordinator, this position provides a level of advice that can have a high impact across work areas and the organisation. • Tasks are performed under the general direction of the Digital Transformation Coordinator.

Judgement & Decision Making	<ul style="list-style-type: none"> The role regularly requires to decide on the modification or adaptation of established systems/process or the implementation of new ones. This often required the interpretation of legislation, policies and strategies. A variety of alternatives must be analysed before choices can be made. A high level of initiative is required to undertake those detailed analysis and develop solutions to problems. The role requires a great level of consultation across different business units and software providers when designing solutions to ensure the best possible results for all stakeholders (IT, business units, contractors etc.). 			
Skills, Knowledge & Capacity	<p>Organisational</p> <ul style="list-style-type: none"> Demonstrated commitment to a customer service culture and delivery of quality service. Understanding of the Australian Business Excellence philosophy. Conduct that demonstrates to others Council's commitment to Respect, Integrity, Teamwork, Excellence and Safety. <p>Interpersonal</p> <ul style="list-style-type: none"> Demonstrated well-developed written and oral communication skills Demonstrated skills in negotiation, problem solving and conflict resolution. Demonstrated ability to multi-task and operate in an autonomous high volume work environment. Demonstrated ability to obtain the cooperation of others to achieve outcomes. Proven ability to interact and liaise with all levels of staff and members of the community. Demonstrated high level of time management skills. <p>Qualifications and Experience</p> <ul style="list-style-type: none"> Degree qualification in information management, data science/management, digital transformation, project management, or related discipline and/or significant industry experience is highly desirable. Knowledge of the NSW Record Act 1998 and data/information management methodologies or frameworks. Proven experience project managing corporate initiatives and managing the impact of organisational change on people. Good functional knowledge in the use and capabilities of Council's Electronic Document and Records Management System (EDRMS) (HP Content Manager 10, formerly known as TRIM) Good understanding on relational databases and data warehouses. SQL knowledge would be an advantage. Proven ability to learn and implement new systems and processes. 			
Capabilities (Adept)	Capability Group	Capability	Capability Group	Capability
	Personal Attributes	Manage Self	Results	Plan and Prioritise
		Displays Resilience and Adaptability		Think and Solve Problems
		Act with Integrity		Create and Innovate
		Demonstrate Accountability		Deliver Results
	Relationships	Communicate and Engage	Resources	Finance
		Community and Customer Focus		Assets and Tools
		Work Collaboratively		Technology and Information
Influence and Negotiate		Procurement and Contracts		

POSITION DESCRIPTION APPROVED

Employee _____

Date _____