

POSITION DESCRIPTION

Position Title:	Information Officer (PN 5004)		
Position Type:	Permanent Full Time		
Department:	Governance and Information Services		
Date Approved:	October 2024		
Hours per week:	35	Award Classification:	Band 2, Level 1
FTE	1	Salary Classification	Grade 3

Position Purpose

The purpose of this position is to facilitate Council's corporate records and information systems and to assist in lifting capability to enable digital transformation and delivery on Councils statutory and strategic obligations.

Key Accountabilities

- Support the management and improvement of Council's information across core systems, including OpenText Content Manager and Microsoft 365.
- Administer these systems and ensure compliance in accordance with the NSW State Records Act 1998.
- Ensure accurate and efficient management of corporate records, including their creation, storage, retrieval and disposal.
- Contribute to the digital evolution of Councils business systems and information repositories and architecture.
- Continuous improvement to the Information Management framework and associated Policy and Procedures.
- Development and maintenance of Council's information Asset Register.
- Review, monitor, audit and report on Council's Information Security Management System.
- Provide training and support to the organisation on information management systems and best practices.
- Prepare and present reports on information management activities and digital transformation progress.

Core Competencies (Knowledge Skills and Experience)

Qualifications

- Relevant tertiary qualifications in Information Management, Records Management, or a related field.
- Certification or training in OpenText Content Manager and Microsoft 365 is highly desirable.

Skills and Experience

- Demonstrated experience in administering information management systems, particularly OpenText Content Manager and Microsoft 365.
- Demonstrated experience in applying the State Records Act 1998, including standards and Retention and Disposal Authorities, as well as any other relevant regulations, policies and procedures within a Local Government environment.

- Strong interpersonal, communication and training skills to effectively support and educate staff.
- Proven experience in an advisory capacity as a records management subject matter expert with the ability to formulate recommendations and provide specialist advice to enable records and information management compliance and promote industry best practice.
- Experience in monitoring, auditing and reporting on information management systems to ensure compliance and efficiency.

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none">• We approach our work with enthusiasm and drive to make a difference• We inspire others with our thirst for excellence• We take pride in the customer service we deliver
Integrity	<ul style="list-style-type: none">• We act ethically and honestly and work to build the trust and confidence of the community and staff• We act with pride and respect while being loyal and accountable
Innovation	<ul style="list-style-type: none">• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions• We promote and deliver change in the way we work
Communication	<ul style="list-style-type: none">• We ensure open communication for all• We openly and proactively listen and provide information
Respect	<ul style="list-style-type: none">• We consider workmates, community, the workplace and environment• We treat people as we would like to be treated
Collaboration	<ul style="list-style-type: none">• We seek what is best for the team, not what is best for the individual• We work together to achieve a shared vision• We are connected with and care for each other• We encourage and pay attention to those around us

Supervision Received

This role reports to the Information Technology Manager.

Supervision Exercised

- Nil

Position Description Endorsement

People and Culture Authorisation

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	People and Culture Advisor
Date:	

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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