



Job Title:	Senior Information Officer	Position No:	CP06
Group:	Corporate Services	Service Area:	Information Management
Classification Level:	ASO5		
Reports to:	Manager Information and Records Management	Direct Reports:	Nil

POSITION OVERVIEW

The primary objective of this newly created position is to support and assist Northern Land Council (NLC) comply with the Archives Act 1983 and National Archives Australia Information Management Standards. This role is essential to promote records management across all NLC offices with specific focus on NLC regional offices.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Undertake Content Manager Administration and training including at NLC regional offices
- Regular visits to NLC regional offices to promote records and information management activities
- Assist in information and records management projects such as network drives, data cleansing and data migration.
- Identify information and records management issues and assist in the development of solutions ensuring that the NLC complies with the Archives Act and NAA Information Management Standards.
- Monitor and evaluate the effectiveness of information management processes and procedures and identify opportunities for improvements.
- Quality Control on information and records management service delivery across all NLC offices.
- Provide a high level of customer service to internal stakeholders on records management with a particular focus on continuous improvement and enhancing the stakeholder experience.
- Collaborate with stakeholders across NLC, including legal, compliance, ICT, and other business units, to ensure alignment of information management initiatives with organizational objectives and strategic goals.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner and complying
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified



POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Diploma of Business or relevant equivalent qualifications or a minimum of two (2) years' experience in information and records management field including training and development.
- Demonstrated cross-cultural, interpersonal and verbal and written communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Experience using Content Manager or similar EDRMS including the Administrator functions.
- Confident in conducting training sessions in various forums, e.g. one-on-one, face-to-face, classroom-style training, Microsoft Teams etc.
- Ability to handle sensitive and confidential information with the utmost discretion and confidentiality.
- Attention to detail, analytical thinking, and problem-solving abilities.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.)
- Project Management skills in information and records management field
- Responds positively to change and understand the changing face of information and records management

Date Finalised: 15/03/2024

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