

POSITION DESCRIPTION

| 1. POSITION DETAILS | | | |
|--|--|---|---------------------------------------|
| Position Title | Information Integrity Officer | Designation & Classification Level | RGRC Level 4 |
| Position No | 2211 | Division | Corporate Services and Sustainability |
| Business Unit | Corporate Information Services | Reports To | Manager Corporate Compliance |
| Location | Katherine | Date Created | February 2022 |
| 2. POSITION CONTEXT | | | |
| Position Summary/ Purpose | The Information Integrity Officer provides accurate and timely administrative support to the Manager Corporate Compliance and oversees the continuing function of Council's Corporate Information System, including its Electronic Document Management System (EDRMS) and manages associated corporate documents. This requires monitoring the system for erroneous entries by staff, entering specific corporate documents, and providing assistance for staff as required. | | |
| 3. KEY RESPONSIBILITIES | | | |
| <p>1. Service Delivery, Planning and Monitoring</p> <ul style="list-style-type: none"> • Coordinate the day to day and long-term records processes in accordance with applicable law, policies, procedures and records management and local government standards. • Coordinate correspondence processing, document and file management tasks in an electronic environment, involving scanning, classifying, and titling and data entry; • Process and facilitate staff requests for files and documents, including retrieval and return of hardcopy files and packets to various storage locations; • Coordinate archiving of legacy items including paper-based records, liaising with Council's storage agent; • Undertake audit/review of Corporate Information System / EDRMS as required by Manager Corporate Compliance; • Manage competing deadlines and balance priorities under pressure with efficiency and professionalism. • Perform other tasks or duties as directed by the Manager Corporate Compliance which are within the limits of the employee's skill, competence and training; • Occasional travel to remote communities necessitating overnight stays may be required. <p>2. Organisational Sustainability</p> <ul style="list-style-type: none"> • Provide accurate and timely administrative assistance to Manager Corporate Compliance in a high volume environment with strict confidentiality requirements; • Assist the Manager Corporate Compliance with processing information access applications (<i>Information Act 2002 or Freedom of Information Act 1982 (Cth)</i>); • Assist the Manager Corporate Compliance to ensure that Council's legal and operational requirements pertaining to records management are met and accurately reported to the General Manager Corporate Services and Sustainability and Chief Executive Officer; • Assist Manager Corporate Compliance with compiling and storing Briefs of Evidence, Ministerials, and other critical corporate documents; • Explain information and concepts in a concise and professional manner; • Contribute to a positive team environment; • Maintain a high degree of confidentiality; • Provide a high level of customer service. <p>3. Quality and Continuous Improvement</p> <ul style="list-style-type: none"> • Ensure accuracy and integrity of Council's EDRMS; • Assist staff with advice, support and training regarding records management processes, EDRMS usage and their responsibilities for records management; • Ensure effective and accurate audit trails and chain of evidence / custody are in place and function as required. | | | |

4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
 - Ideas which may improve health and safety
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment
 - Hazards and incidents including any malfunction or inadequacies of equipment
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Qualifications in field of Information Communication Technology, Records Management, Business Administration or Government at Certificate IV level or higher;
2. Demonstrated ability to work in organised logical manner to properly affect records management;
3. Proficient computer skills including a high-level user experience with Microsoft Office and previous use of a records management database.
4. Demonstrated ability to interpret legislation and ministerial guidelines;
5. Demonstrated attention to detail including high level of accuracy with words and numbers;
6. Ability to work independently with minimal supervision;
7. Developed interpersonal skills with demonstrated ability to communicate and effectively work in a cross-cultural environment;
8. Demonstrated ability to provide effective training and guidance in a cross-cultural environment, across varying levels of computer literacy and English language proficiency;
9. Demonstrated ability to work within a legislative framework with strict compliance requirements;
10. Highly developed time management and planning skills - ability to establish priorities and to plan, coordinate and monitor own workloads;
11. Demonstrated ability to interpret written communication for the purposes of document titling;
12. Use initiative and problem-solving techniques to ensure tasks are carried out efficiently and effectively;
13. Able to meet the inherent requirements of the position both physically and mentally.

DESIRABLE

1. Minimum of two (2) years' experience in an official records management capacity, or five (5) years in an administrative capacity involving records management;
2. Previous Freedom of Information processing experience: Northern Territory, or other state, or Commonwealth;
3. Ability to use the full functionality of an Electronic Document and Records Management System (EDRMS);
4. Knowledge of Records Management practices and principles;
5. Demonstrated ability to interpret written communication for the purposes of document titling.

MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).

2. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
3. Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.
4. Undertake a new Criminal History Check prior to commencement of employment and renew your Criminal History Check every three (3) years, or as per the Criminal History Check Policy.

5. ACKNOWLEDGEMENT

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| GENERAL MANAGER | <i>David Heron</i> | Date Approved: | <i>24/2/2022</i> | Signature: | <i>[Signature]</i> |
| Employee Name | | Date: | | Signature: | <i>[Signature]</i> |