

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Information Management Officer

Our vision

Together, towards an even better lifestyle

1. Position details

Directorate:	Corporate Services	Level: 3 to 4
Reports to:	Manager Information Services	
Supervision of:	Nil	
Significant Working Relationships:	Information Management team members Key internal stakeholders	

2. Position summary

Provide confidential, efficient and accurate Information Management service to Officers of the Shire of Harvey, and to work as part of a team in the effective running of the Information Management Team.

3. Community strategic objectives



4. Our values

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5. Key duties and responsibilities

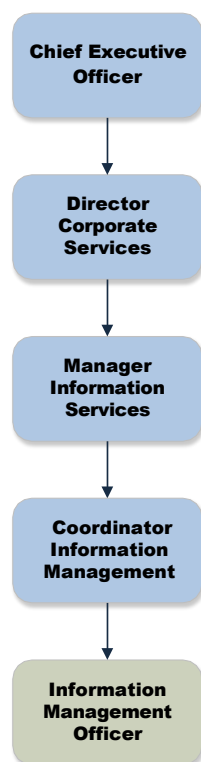
Key functions	Specific duties
Information Management	<ul style="list-style-type: none">• Create, modify, delete and maintain records in the Information Management System.• Provide an Information Management Helpdesk.• Provide organisational staff training, information sessions and inductions relating to the Information Management• Assist in providing a central records area, an archival unit and corporate library.• Assist in maintaining the organisational Business Classification Scheme.• Assist in the implementation, development and maintenance of processes, programs, initiatives and procedures for the efficient and effective operation of Information Management services.
File and mail services	<ul style="list-style-type: none">• Collect, process, distribute and monitor incoming correspondence and assist with the processing of all other records and information under the control of the Information Management team.• Distribute and retrieve daily correspondence and files.• Complete daily reporting procedures including production of registers and reports.
Freedom of Information	<ul style="list-style-type: none">• Assist the Coordinator Information Management with the production of reports for information requested under the provisions of the Freedom of Information (FOI) Act 1992.
Other	<ul style="list-style-type: none">• Reasonable duties commensurate with classification level.• National Crime Check.• Current "C" Class Drivers Licence.

Organisational	<ul style="list-style-type: none"> • Work in accordance with the Shire's Work Health and Safety and risk management principles. • Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures. • Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal. • Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time. • Contribute to the attainment and development of strategic plan outcomes, strategies and actions.
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6. Extent of authority

Operate under the general direction of the Coordinator Information Management and Manager Information Services within the Shire's established procedures, guidelines, practices, policies and other Legislation.

7. Your team



8. Position selection criteria

Essential

1. Previous administration and data entry experience.
2. Demonstrated verbal and written skills and ability to follow instructions, procedures and policies as they apply to the position.
3. Support a culture of quality customer service and respond professionally to problems with appropriate solutions.
4. Ability to work as an effective team member and solve problems and conflict with others.
6. Developed computer literacy and keyboard skills.

Desirable

1. Previous experience in local government.
2. Previous experience delivering a service to customers.
3. Knowledge of the requirements of Freedom of Information Legislation.
4. Experience in electronic Information and Document Management Programs.
5. Knowledge of public records keeping standards and practices.