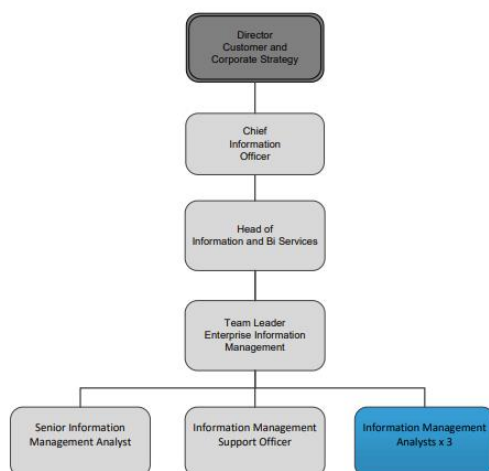


POSITION DESCRIPTION

Position Title	Information Management Analyst
Position Number	25157
Division/Directorate	Customer and Corporate Strategy
Branch	Digital Technology & Innovation
Grade	12
Band and Level	Band 2 / Level 2
Special Requirements	Employment screening including but not limited to, qualification check, criminal record check, Attending a pre-employment medical Manual Handling
Physical and Environmental Demands	There is a requirement for physical, sensory, psychosocial demands. Refer to the TIA for further information
Reports To	Team Leader Enterprise Information Management
Authorities	As detailed within the Delegation Register as delegated by the General Manager.
Key Direction/s	Welcoming – Embracing our vibrant and diverse community. Liveable – Strong and integrated connections between our people and our services Prosperous Leading – A successful advocate for our people and places
Reporting Structure	



Position Purpose

To provide high standard Record and Information Management services to Council and assist with the effective and efficient operation of Council's Electronic Document Management System, including the training and support of staff in its use.

Key Result Areas

Develop Capability in Others – Engage and motivate staff and develop capability and potential in others.
Lead Change – Support, promote and champion change, as well as assist others to engage with change.
Customer Service – Create a customer centric service environment and reward service excellence.
Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.
Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.
Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.
Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.

Key Duties & Responsibilities

1. Co-ordinate the management of Digital Records and Information Management system (EDMS) and other integrated systems, ensuring effectiveness, efficiency, accuracy, and relevance including managing security and access controls ensuring compliance with relevant legislation.
2. Perform all aspects of information management operations, including mail handling, scanning, filing, and document retrieval, while conducting regular quality control checks to ensure integrity and accuracy of all records.
3. Participate in the development and improvement of records management procedures, processes, and training materials, ensuring compliance with relevant legislation and best practices, particularly the NSW State Records Act 1998, Retention and Disposal Schedules, Council's Records and Information Management Policy and Standard.
4. Facilitate authorised destruction and digitisation of physical and electronic records, including sentencing and appraisal in accordance with State Records NSW Retention and Disposal authorities.
5. Identify and monitor information risks including recommendations for remediation actions to support effective decision making and compliant information governance.
6. Build Internal Influence and Stakeholder Relationships to maintain effective working relationships with internal and external stakeholders, providing excellent customer service to all users of records management systems and services, while actively participating in meetings and taking minutes as required.
7. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
8. Continuously display Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

WHS Responsibility
<ul style="list-style-type: none"> Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.
Risk Management Responsibilities
<ul style="list-style-type: none"> To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable. Must be aware of operational and business risks. Particularly: <ul style="list-style-type: none"> understand and adhere to the principles of Risk Management within their job role; assist Managers and Team Leaders in identifying risks and risk treatments in their job role; provide input into various risk management activities; report all emerging risks, issues and incidents to their manager or appropriate officer; and follow Council policies and procedures.
Records and Information Management Responsibilities
<ul style="list-style-type: none"> All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance. Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.
Essential and Desirable Criteria
<p>Essential</p> <ol style="list-style-type: none"> Cert III in Business (Records and Information Management) or related field and/or extensive demonstrated equivalent skills and experience in Records and Information Management. Experience in Records and Information Management operations and services undertaking correspondence registration, digitisation plans, business classification schemes, sentencing, storage, disposal, and retrieval of files. Demonstrated knowledge of relevant Records & Information Management legislation and ability to apply to daily tasks. Excellent verbal and written skills to communicate effectively with both internal and external clients. Computer literacy, particularly information systems and Microsoft Office applications. Ability to work both independently and as part of a team. Self-motivated with an ability to manage multiple tasks from implementation to completion, utilising advanced judgement and problem-solving skills through research, analysis and evaluation of existing procedures.
<p>Desirable</p> <ol style="list-style-type: none"> Previous system administration experience in document or content management systems Previous experience in the use of an incident/ request management tool Experience in the provision of record-keeping staff education and awareness program. Previous experience working in Local Government Drivers Licence

Prepared By	Chief Information Officer
Date Prepared	April 2025
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Employee Name:	
Employee Signature:	
Date:	