

JOB DESCRIPTION FORM

Corruption and Crime Commission of Western Australia

TITLE INFORMATION MANAGEMENT OFFICER	LEVEL 2	POSITION NUMBER CCC 0135
TEAM INFORMATION MANAGEMENT	UNIT	DIRECTORATE CORPORATE SERVICES
REPORTS TO: TEAM LEADER INFORMATION MANAGEMENT OFFICER	EFFECTIVE DATE JANUARY 2004	LOCATION PERTH

ROLE DESCRIPTION

Undertakes a range of information management activities to service client needs and meet Commission objectives, ensuring compliance with internal and external guidelines

DUTIES

1. Respond to client enquiries ensuring a quality and timely customer service
2. Liaise with clients to maintain knowledge and understanding of Commission functions and activities
3. Provide advice to clients on information management practices
4. Provide client support as directed by supervisors
5. Subject to business demands duties will range from one to many information management special tasks including:
 - Classify, index and registers documents and records details using information management systems
 - Maintain and verify records, both electronic and manual, according to industry best practice standards
 - Monitor workflow and ensures quality assurance practices are maintained
 - Assist with updating and maintenance of information management systems
 - Assist with the development and implementation of information management tools, e.g. Thesaurus, Data Entry Conventions, and R & D Schedules etc
 - Assist with archival processing

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6. Compile statistics and produces reports from information management systems
7. Provide assistance on information management projects

PRE EMPLOYMENT CRITERIA

Australian citizen or be eligible for Australian citizenship
Undergo stringent security vetting

SELECTION CRITERIA

1. Sound knowledge of records keeping practices and systems
2. Demonstrated ability to perform archival program duties
3. Demonstrated experience in the use of computerised information management systems
4. Demonstrated ability to work effectively in a team environment
5. Demonstrated ability to deliver a quality customer service

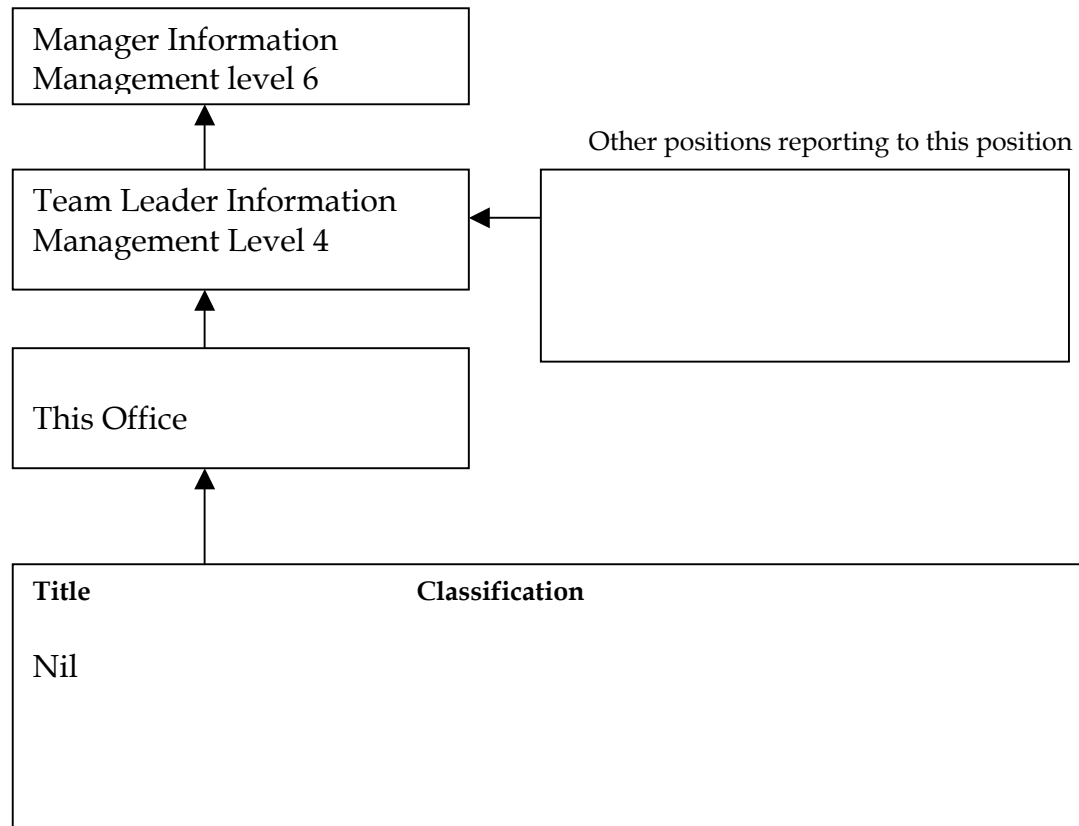
DESIRABLE

1. Possession of, or progress towards an appropriate tertiary qualification

Location Perth	Accommodation
Allowances	Specialised Equipment Operated

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REPORT RELATIONSHIPS



CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirement of the position.

Executive Director
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Signature
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Date