



JOB INFORMATION KIT Business Information Coordinator

POSITION:	Business Information Coordinator
BRANCH:	Corporate Services
LOCATION:	Broome
RESPONSIBLE TO:	Corporate Services Manager
CLASSIFICATION:	KLC EL1.0 – EL1.2 (depending on skills and qualifications)
CONTRACT DURATION:	To 30 June 2015

Background

The Kimberley Land Council Aboriginal Corporation (KLC) is an association of Aboriginal people in the Kimberley region. It is a peak regional community organisation.

The KLC was established in 1978 by Aboriginal people to work for the protection of traditional land and waters and is charged with the responsibility to protect, enhance and gain formal status (legal, social and political) for the customs, laws and traditions of Kimberley Traditional Owners.

As the Federal Government recognised native title representative body for the Kimberley region, the KLC has statutory functions under the *Native Title Act* (Cth) 1993. In accordance with these functions, it assists Aboriginal people to obtain recognition of, and fully enjoy, their native title rights and interests. Native Title Operations of the KLC are funded primarily, but not exclusively, by the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA).

The KLC is conscious of the dynamic change taking place in contemporary Aboriginal society, and emphasises the role of Kimberley Traditional Owners, our members, and communities in managing that change. In this context, it is dedicated to the development of a modern, sophisticated and innovative service to our members and the community.

An elected 32 member Board determines the organisation's priorities in all policy and operational matters. The Board, through the position of the Executive Director, monitors the progress of all KLC activities, and oversees the conduct of the organisation's affairs. The Chief Executive Officer has responsibility for the day to day operation and administration of the organisation.

The Chief Executive Officer is assisted in discharging this responsibility by a management team and staff with diverse skills and experience. The work associated with the various functions of the organisation is undertaken by teams consisting of native title officers, legal officers, land and sea management staff, administrative support staff and others located in Broome, Derby, Fitzroy Crossing and Kununurra.

WHAT WE OFFER

The position has a salary range of KLC Level EL1.0 to Level EL1.2 (dependent on skills and qualifications) with 9.25% Superannuation and additional salary allowances including district allowance, annual airfare where applicable, air-conditioning subsidy, rental assistance where applicable, salary sacrificing options and 5 weeks annual leave.

APPLICATIONS

Your application must include:

A covering letter introducing yourself and explaining why you have applied for this position.

A detailed response to the selection criteria

Your current resume

Applications for this position are to be received no later than **4:00pm 10th January 2014**.

Address applications to:

Human Resources Officer

Kimberley Land Council

PO Box 2145 Broome WA 6725

Applications may be sent electronically to hr@klc.org.au , or by fax 08 9193 6279.

POSITION DESCRIPTION

The project

The KLC is currently undertaking an Information and Knowledge Management (IKM) project to:

- a) Review and assess information and records resulting from its past 30 years of operations
- b) Develop and implement new systems and processes for managing 'active' and future electronic information and documents. This will include integration of records/ archives, collaboration workspaces, document and data management, business systems, web applications and geographic information systems.
- c) Train and support staff in information practices and processes

The role

The Business information coordinator (BIC) is a pivotal role to support the IKM project and lead specific tasks. The KLC needs an information 'all-rounder' who is passionate about supporting and promoting information management systems and behaviours as core business capabilities. Specifically the role has accountabilities within records/ collection management and access; and document management/ collaboration systems support. The role will assist with the development and implementation of policy and procedures to ensure effective and appropriate access to KLC content. The role requires a person who can think strategically as well being 'hands-on' when required.

The BIC will lead a small team including a records officer and be an integral member of a professional team including (but not limited to) IT specialists, GIS coordinator, digital content/ communications officers and external service providers /consultants. To be successful the BIC needs to build strong working relationships across all KLC business units and external stakeholders.

The role requires an ability to adapt 'better practice' to meet the specific needs of an organisation which is subject to change and multiple demands.

Information governance and strategy

- Support the implement of an agreed information and knowledge management action plan – taking the leadership and accountability for specific activities and outcomes;
- Coordinate and promote information policies and guidelines, including maintaining information security and effective process for coordinating ‘research, ethics and access’ to KLC collections and content;
- Periodically audit and review the KLC information and knowledge environment, as required;
- Scope and manage engagements with external service providers, as required;

Information management – content, systems and processes

- Apply professional skills in the continuous improvement and operations of all aspects of managing the KLC business records, archives and information collections;
- Actively work on integrating content and its description / classification across hard copy, electronic (including digitised materials), maps, images and multimedia assets;
- Assist with the planning, documentation and monitoring of the priorities, strategies, processes and resources for the transition of information services and collections to an electronic environment;
- Oversee and provide quality control and information management principles in the development and operations of core internal corporate information system and processes;
- Develop a detailed knowledge of the content and collections and coordinate a limited research and retrieval service for KLC staff and ‘approved’ external information requests;
- Implement vital records management and periodic sentencing of materials as per the retention and disposal schedule;
- Implement and oversee archival processes for material determined as permanent retention;
- Administer the information structure of core business information systems including intranet/documents, records and archive management system/s (Records database, SharePoint/CRM Dynamics);
- Support the design of information systems by gathering requirements, analysing business needs, assessing content and user testing;
- Manage and apply core information tools such as business classifications, retention and disposal schedules, metadata schema, taxonomies and filing plans;
- Monitor information processes and provide statistics, reports and continuous improvement, as required;
- Support the analysis and processes to identify and implement the repatriation of content to Native Title holders;

Business effectiveness

- Work with the organisation to instil and improve ways of working with information and knowledge;
- Provide information management advice and consulting services across KLC business units and promote the concept of an ‘integrated’ information environment;
- Scope and implement automated workflows to support business processes;
- Support strategies to improve the collection, organisation and utilisation of cultural heritage information and knowledge;

Capability development – people and learning

- Promote and facilitate a positive information and knowledge culture;
- Work collaboratively with staff to ensure compliance and engagement with information management processes and systems;
- Provide user support and training for staff and stakeholders to build capabilities in organisation, collection, management and use of information systems;
- Contribute to interagency networks, committees and partnerships and develop relationship with other collecting agencies and stakeholders both in the Kimberley and nationally;
- Facilitate and guide a network of ‘information champions’ to support information management across KLC and its stakeholders;
- Lead and support the development of a small team of IKM staff (1-2 staff plus at times volunteers and secondees);

Other

- Comply with all KLC policies and procedures, including Occupational Health & Safety; and
- Perform any other duties consistent with the above as directed from time to time by the Corporate Services Manager.

SELECTION CRITERIA

Please note that it is essential your application addresses each of the selection criteria by providing information about your qualifications, experience and skills as they relate to each one.

The role is suited to qualified information professional who has 3-5 years experience in working in an information / records unit within a legal firm, large corporate or government organisation.

To be successful in the role you need to be:

- proactive, adaptable and embrace change, including changing deadlines and priorities
- resilient
- a ‘doer, ready to pitch in to ‘get the job done’ regardless of the task
- able to understand the ‘big picture’ while demonstrating an attention to detail
- able to quickly understand and assess business content

Essential Criteria:

1. Qualifications in information management or related discipline
2. Strong and varied experience in the administration and implementation of organisational wide document, records and information management system/processes, including metadata schedules, business classification schema and retention/disposal plans
3. Experience in paper based systems as well as administering and using EDRM systems – direct experience with SharePoint will be well regarded. [In your application please detail the systems you have used and your involvement in their design, development and / or administration]
4. Proven ability to understand and analyse the information needs of business processes and systems users

5. Track record in successfully training and supporting information management systems users
6. Excellent communication, negotiation and team leadership skills
7. Strong administrative and organisational skills with the ability to meet competing demands and priorities to meet deadlines
8. Show evidence of flexibility and creativity in your approach to work
9. Current Drivers Licence

Desirable:

- Knowledge of Native Title and related issues
- Knowledge of Project Management principles
- Understanding of ways to facilitate operational change
- Experience with Microsoft applications such as SharePoint and / or Dynamics CRM

SALARY & CONDITIONS

For applicants meeting some of the experience and qualification requirements

Salary Level EL1.0	\$76,416.47
District allowance (Broome non dependant rate)	\$6,646.00
Housing assistance (average amount)	\$8,840.00
Air conditioning subsidy (average annual amount)	\$1,900.00
Annual travel allowance	\$1,300.00
TOTAL CASH COMPONENT	\$95,102.47
Superannuation 9.25%	\$7,068.52
TOTAL EMPLOYMENT PACKAGE	\$102,170.99

For applicants fully meeting experience and qualification requirements

Salary Executive Level 1.2	\$84,247.21
District allowance (Broome non dependant rate)	\$6,646.00
Housing assistance (average amount)	\$8,840.00
Air conditioning subsidy (average annual amount)	\$1,900.00
Annual travel allowance	\$1,300.00
TOTAL CASH COMPONENT	\$102,933.21
Superannuation 9.25%	\$7,792.86
TOTAL EMPLOYMENT PACKAGE	\$110,726.07

Award

Employment conditions are in accordance with the Kimberley Land Council Enterprise Agreement.

Salary

A base salary is offered at EL1.0 (\$76,416.47) to EL1.2 (\$84,247.21) per annum negotiated depending on experience and qualifications.

District allowance

A district allowance is in addition to the above salary figure. The allowance for the Shire of Broome is currently \$6646.00 no dependants or \$9918.00 with dependents. Dependants are classified as per the Australian Tax Office.

Air conditioning subsidy

As per the Kimberley Land Council Enterprise Agreement, an employee will be entitled to receive a subsidy for air conditioning at the rate of 17.21c per unit as follows:

	Dependants	No Dependants
September	640 units per month	640 units per month
October through April	1600 units per month	1120 units per month

Residential Accommodation Entitlements

Where an employee is renting a house in the Kimberley the Land Council will pay up to 34% rental subsidy up to a maximum claimable rental of \$1500 fortnightly upon application and qualification by the employee.

Salary Sacrifice

The Kimberley Land Council is a Public Benevolent Institution (PBI) for income tax purposes and therefore capped Fringe Benefits Tax free. Salary sacrifice arrangements are available.

Hours of Work:

This position is required to work 37.5 hours per week, working on average 7.5 hours per day.

Overtime:

All overtime must be approved by your manager and will be accrued as TOIL (time off in lieu).

Annual Leave:

Employees will be entitled to five weeks (25 DAYS) annual leave. In addition you will receive a 17.5% loading. After a minimum of twelve months continuous service an employee located in the Kimberley is entitled to an annual travel reimbursement of \$1300 per annum payable on a reimbursement basis on the provision of receipts.

Personal Leave:

You will be entitled to (15) fifteen personal leave days per year. This is cumulative from year to year but is not paid out on termination of employment.

Long Service Leave:

Thirteen (13) weeks after seven (7) continuous years of service (excluding any periods of leave without pay). Pro rata long service leave may be taken after five (5) continuous years of service again excluding any periods of leave without pay.

Superannuation:

Superannuation Guarantee: KLC currently contributes 9.25% of fortnightly salary.

Probationary Period:

A three-month probationary period is applicable to this position. The period of probation can be extended by the manager/supervisor for an additional period of no greater than three months.

Performance Reviews:

Reviews are undertaken annually by the Manager.

Code of Conduct:

Ensure professional conduct is of the highest standard in accordance with KLC's Code of Conduct and policies as adopted and modified from time to time.