

POSITION DESCRIPTION

TITLE: Information Management Advisor
POSITION NUMBER: 221
BRANCH: Information and Knowledge Management
CLASSIFICATION: VPS Grade 4
REPORTS TO: Information Manager
DATE CREATED: April 2019 **LAST REVIEWED:** December 2020

1 OUR ORGANISATION

The Victorian Electoral Commission (VEC) is the administrative agency through which the Electoral Commissioner's legislative obligations are exercised. The VEC is committed to ensuring that its policies and practices reflect good governance as well as complying with all relevant legislation. Adherence to the VEC's governance framework demonstrates accountability to stakeholders and ensures the vitality and impartiality of the electoral system, now and into the future. Staffing and work practices are determined by the *Public Administration Act 2004* and guided by the Victorian Public Sector Commission.

The VEC is an independent agency, operating under the auspices of the Department of Premier and Cabinet. The VEC is not subject to the direction or control of the relevant Minister in respect of the performance of its responsibilities and functions and the exercise of its powers.

The VEC's primary responsibilities under the *Electoral Act 2002* are:

- conducting parliamentary, local government, and certain statutory elections
- maintaining the Victorian register of electors
- supporting electoral representation processes for local councils and the Electoral Boundaries Commission
- promoting public awareness and understanding of electoral issues, and
- administering Victoria's political funding and donation disclosure obligations.

Our Vision

All Victorians actively participating in their democracy

Our Purpose

To deliver high quality, accessible electoral services with innovation, integrity and independence

Our Values

- **Independence:** acting with impartiality and integrity
- **Accountability:** transparent reporting and effective stewardship of resources
- **Innovation:** shaping our future through creativity and leadership
- **Respect:** consideration of self, others and the environment
- **Collaboration:** working as a team with partners and communities

2 ROLE CONTEXT AND PURPOSE

The Information Management Advisor (**IMA**) is an information and records management subject matter expert at the VEC and contributes to the operational delivery of the VEC's Information and Knowledge Management program (**I&KM program**).

An effective Information and Knowledge Management program results in:

- Compliance with the information management, release, and security regulatory landscape
- Confident officers who manage, release and protect information using value and risk-based approaches
- Public records being properly managed through their lifecycle including managing release through Freedom of Information and section 34 Electoral Act
- Continuous improvement of the VEC's information and knowledge management maturity
- The VEC exploiting its information, and information in its custody
- Corporate Services Group supplying a cohesive service to the VEC in relation to Electra.

Information and Knowledge Management (**I&KM**):

- is a major contributor to the management of the VEC's electronic document and records management system (**EDRMS**)
- manages the customer feedback framework
- manages the VEC policy register and
- provides technical writing expertise and
- recruit seasonal employees when the workplan requires.

Electra is the VEC's combined Intranet and EDRMS. Electra technologies include LiveTiles (intranet only), SharePoint (Intranet and EDRMS), and AvePoint Cloud Records (EDRMS only). The IMA is responsible for the maintenance of Electra as the VEC EDRMS including the EDRMS information architecture.

The IMA will be a subject matter expert in records and information management at the VEC. This role will primarily be responsible for: establishing and promoting physical records management best practice, using AvePoint Cloud Records; refining and completing a disposal program for the legal destruction and archiving of VEC temporary information; preparing permanent information for transfer, including

consulting with key VEC officers and the Public Record Office of Victoria (PROV); and the implementation of a digitisation program to introduce and promote business process improvement(s) including conversion of source information.

The role will provide expert information management and EDRMS advice to VEC officers, and I&KM.

3 ACCOUNTABILITIES

- 3.1 Establish and manage the VEC Information Disposal Program and the VEC Digitisation programs (**the programs**):
 - Conduct a review to ensure the integrity of the EDRMS archiving information
 - Dispose and archive temporary information (physical and electronic) and, in consultation with PROV, prepare permanent VEC information for transfer to the PROV
 - Implement digitisation opportunities, for economical or business benefit. This includes converting information from physical to digital form and implementing workflows to manage digital information.
 - Build organisational and employee capability in relation to digitisation and information archiving and disposal through policy and procedure development, deployment, and training
 - Establish compliance programs and ensure staff compliance at a role level
 - Provide authoritative and expert advice to the Information Manager on new and emerging issues in relation to the programs.
 - 3.2 Support the VEC's information management function by:
 - Participating in the implementation and maintenance of the Information Management Framework, policies and procedures, as directed by the Information Manager.
 - Providing a support and education service for all VEC employees with respect to information and records management.
 - Maintaining the VEC Information Asset Register.
 - 3.3 Promote best practice in relation to information management, disposal, archiving and digitisation and other functions managed by I&KM.
 - 3.4 Provide system administration assistance with respect to the VEC EDRMS
 - 3.5 Actively support and promote the objectives of I&KM and demonstrate the VEC's Values.
 - 3.6 Be familiar with and adhere to the VEC code of conduct, VEC policies, guidelines and procedures, and risk assessment protocols.
 - 3.7 Other duties as requested.
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4 KEY SELECTION CRITERIA

- 4.1 Demonstrated experience in the establishment and delivery of a disposal or digitisation program.
- 4.2 Demonstrated experience in the ongoing management of a disposal or digitisation program including the capturing and interpreting disposal and digitisation requirements and applying them to business processes.
- 4.3 Strong written communication skills, with the ability to prepare procedures and correspondence that are accessible for a public audience.
- 4.4 Demonstrated experience advising on an issue.
- 4.5 Strong interpersonal skills and ability to communicate and engage with internal and external stakeholders and customers.
- 4.6 Self-motivation and the ability to work independently within a small team collaboratively and effectively.
- 4.7 Proficient in an EDRMS with records management functionality.

5 OFFICE LOCATION

The usual place of work for the position is at the VEC's office located at 530 Collins Street, Melbourne. On occasion, some VEC positions may be required to travel to country Victoria and there may be periods of overnight stays.

6 THE VEC STRUCTURE

The VEC comprises an executive and seven Branches (or work units). The executive and the seven Branches are all located at the VEC's "head office". The VEC also operates a warehouse located at Melbourne Airport Business Park.

During elections, the VEC establishes temporary offices from which election managers and returning officers manage the election(s) for their electorate(s).

7 STAFF NUMBERS

The VEC's staff numbers fluctuate significantly depending on election events. While the VEC has "core" staff, the total staff complement increases as required during the preparation for, and conduct of, State and local government elections.

8 OHS RESPONSIBILITIES

Safety is everyone's responsibility at the VEC.

The VEC and its employees are committed to providing and maintaining a working environment which is safe and without risk to the health of all employees, clients, contractors and visitors. This commitment also extends to ensuring that the work of the VEC does not place the Victorian community at risk of injury, illness, disease or any form of property damage.

In the context of Occupational Health and Safety (OHS) policies, procedures, training, and instruction, as detailed in section 25 of the *Occupational Health and Safety Act 2004*, employees are responsible for ensuring that they:

- follow reasonable instruction
- cooperate with their employer, and
- at all times, take reasonable care of their health and safety and for the safety of others in the workplace.

Employees are required to be familiar with, adhere to, and where applicable use relevant policies, guidelines, procedures and risk assessment tools to minimise OHS risks in the workplace.

In this role, the known risks include basic manual handling and sedentary computer-based desk work. The role involves interface with members of the public and may also involve travel. Travel and driver safety procedures and the Harassment, Discrimination, Workplace Bullying and Anti-violence policy will need to be followed.

9 EQUAL OPPORTUNITY EMPLOYER

The VEC values the contribution of all employees and fair and equitable treatment of all people is integral to all activities. As such the VEC offers reasonable adjustments for applicants with disabilities on request.

The VEC is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. The VEC strongly encourages applications from Aboriginal and Torres Strait Islander people. The VEC aims to attract a diverse pool of applicants and focus on the genuine and essential requirements of the job using a merit-based selection process.

The VEC is committed to embracing reconciliation within the organisation and across Victoria's electoral system. Please read further information about the VEC's Aboriginal Engagement Plan at <https://www.vec.vic.gov.au/about-us/what-we-stand-for/self-determination>

10 OTHER RELEVANT INFORMATION

- The position is employed pursuant to the *Victorian Public Service Enterprise Agreement 2020*.
- You must comply with the Code of Conduct for Victorian Public Sector Employees of Special Bodies.
- Ongoing employment is subject to and conditional upon the return of a satisfactory National Police Certificate, and maintenance of a working with children check.
- The VEC is a 'Child Safe' organisation committed to the health, wellbeing and safety of children and young people. This commitment is taken seriously, and

employees are expected to be cognisant of, and act consistently with, the VEC's expectations with regard to child safe principles and behaviours.

- Applicants who have been previously employed within the Victorian Public Sector must be asked whether they accepted a Voluntary Departure Package (VDP). There is a general prohibition on any form of re-employment of a former public servant who has accepted a VDP for a period of three years following receipt of the package.
- You need to disclose any pre-existing illness or injury that you know about which could be reasonably foreseen to be affected by the described work duties. Pursuant to section 41 of the *Workplace Injury Rehabilitation and Compensation Act 2013*, failure to disclose such a condition will mean that if employed, you will not be paid compensation for that condition.
- The VEC understands that work/life balance is an important part of employees' lives. The VEC offers a wide range of flexible work options to enable you to balance your work with other commitments and activities. This includes various options that can be requested and negotiated with your manager on a case-by-case basis, in consideration of the VEC's operational requirements.
- Work outside normal hours may be required to meet deadlines, including working weekends leading up to, during, and after elections.
- The VEC is a smoke free environment.

11 PRIVACY NOTIFICATION

The VEC requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

Further information on the VEC can be found at vec.vic.gov.au

12 ELIGIBILITY AND RIGHTS TO WORK IN AUSTRALIA

You can gain employment with the VEC if you are:

- an Australian citizen: a birth certificate, citizenship certificate or current passport is proof of eligibility
- a permanent resident of Australia or New Zealand citizen who has entered Australia on a valid passport: you are allowed to stay and work in Australia without restriction, or
- a non-citizen with a valid visa that provides work rights: a current passport containing the visa is proof of eligibility. As the visa has an expiry date, non-citizens can only engage in casual, temporary or fixed term roles that do not extend beyond the expiry date.

Visitors on a Working Holiday visa are permitted to work in temporary or casual roles, but for no longer than six months with any one employer.

13 POLITICAL IMPARTIALITY

The VEC must act in a completely impartial way in all its activities, operations and dealings with stakeholders. Employees must undertake not to engage in any behaviour that would bring into question the independence or impartiality of the VEC in undertaking its various functions.

In accordance with section 17A of the *Electoral Act 2002*, the VEC may ask applicants for disclosure of specific political activities that could compromise the perceived independence of the organisation.

If you are the preferred applicant for a position, you will be required to complete a Disclosure of Political Activities form. Your appointment will be made subject to satisfactory completion and assessment of this form. Please read further information about the process at <http://www.vec.vic.gov.au/Employment/WorkingWithVEC.html>
