



## Job Description Manager Information Governance Level 7

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<b>Position Number:</b>	10002494	<b>FTE:</b>	1.0
<b>Division</b>	Corporate Services	<b>Agreement/Award:</b>	Government Officers' Salaries Allowance and Conditions Award 1989
<b>Branch:</b>	Information and Technology Services		
<b>Location:</b>	Various		Public Sector CSA Agreement 2021 or as replaced

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### Reporting Relationships

#### *Reports to*

Director Information Services (CIO), Level 8

#### *Other officers reporting to the above office:*

Manager Service Delivery Information Service, Level 6

Manager Infrastructure, Level 7

Cyber Security Lead ITS, Level 6

ICT Service Transition and Project Coordinator, Level 5

#### *This Office – officers under direct responsibility:*

Senior Officer Information Governance, Level 5

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### Key Role Statement

The Manager Information Governance leads and manages the Information holdings of the College to comply with Government regulations and the requirements of the business. The Manager provides advice and guidance on information governance issues and activities including the implementation of strategies to address audit findings and recommendation of business improvement processes to existing governance arrangements. The Manager is responsible for establishing, reviewing and maintaining an information management framework including the Recordkeeping plan, digitisation strategy, compliance reporting, training development and provision of information governance advice for the effective and efficient delivery of business functions.

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### Key Responsibilities

- Manages the Information Governance team, including fostering a culture of excellence in customer service, high performance, accountability and continuous improvement in an environment of change.
  - Reviews, analyses and implements strategies to address internal and external audit findings and recommends business improvement opportunities to existing governance or control arrangements.
  - Develops, implements and maintains the Department's Recordkeeping Plan, policies, standards and procedures for the proper management of the Colleges information to meet business needs and the requirements of the *State Records Act 2000* and associated compliance documents.
  - Leads the development and implementation of strategies to enhance the management of the Colleges information, including the administration of the Colleges electronic document and record management system and the recordkeeping functionality in other corporate systems and applications.
  - Develops and implement communication strategies, provide advice, support and training to create awareness and promote compliance with policies, plans and procedures for the management of the Colleges information.
  - Develops and maintain collaborative and collegial working relationships with stakeholders to promote problem solving, team work and achievement of desired outcomes.
  - Works collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
  - Facilitates cultural and management reforms within the College through leadership and engagement.
  - Manages the human, financial and physical resources of the team and ensure compliance with the College and public sector policy on resource management.
  - Ensures reporting and evaluation are within the prescribed frameworks, meet College and Government reporting requirements and are timely, accurate, comprehensive and relevant.
  - Maintains knowledge of relevant legislation and trends affecting corporate information management and identify opportunities to promote change and innovation.
  - Represents the College's interest on committees and working groups as required.
  - Undertakes other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.
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**Selection Criteria****Essential**

- Demonstrated substantial experience in the development and implementation of information strategies in a large complex organisation.
- Excellent communication skills (written, verbal and interpersonal), including consultation, negotiation and facilitation skills that can adapt to the audience to effectively liaise with both internal and external stakeholders taking into account opposing views to find an agreed solution.
- Demonstrated understanding of issues, trends, legislation and technology affecting government records and information management.
- Demonstrated ability to develop practical plans based upon experience that will translate from existing systems to new frameworks and systems in a meaningful manner
- Enhanced computer skills showing a strong attention to detail so that data and documentation is accurate and high quality and that record keeping is clear and concise

**Desirable**

- Possession of, or substantial progression towards, a relevant tertiary qualification.

**Other Requirements**

1. May be required to work from any College campus

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**CERTIFICATION**

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Area Director		Delegated Authority	
Name:	Jennie Timms	Name:	Russell Coad
Date:	3/3/2022	Date:	3/3/2022