

Job Description Form

Corporate Information Coordinator

Position Number: 15206	Classification Level: Level 4
Directorate: Corporate Services	Agreement: Public Sector CSA Agreement 2024
This Position Reports To: 12845 - Manager Library Applications Support Team -- L7	
Positions Reporting to this Position: 12263 - Corporate Information Officer - L2	

OUR VALUES AND BEHAVIOURS

Your work habits and behaviour contribute to a harmonious, safe and productive work environment. Behaviours of State Library staff align with our values:

Community Focused	Provide high quality services based on community need.
Responsive	Make informed, timely decisions and communicate them clearly.
Respectful	Value others and respect their differences.
Accountable	Hold ourselves to account for the work we do.
Innovative	Strive for excellence by being open to new ideas and embrace opportunities for improvement.

OUR CORPORATE RESPONSIBILITIES

Model, promote and demonstrate a genuine commitment to the State Library's organisational values.
Adhere to the Public Sector Code of Ethics and Library Code of Conduct.
Act safely and in accordance with the State Library's Occupational Health and Safety Policy and Procedures.

ROLE OF DIRECTORATE

Corporate Services supports the organisation in the areas of financial management and budget planning, people and culture services, record management and risk management. The team is also responsible for the management and coordination of the Alexander Library and its facilities for the use of the Western Australian community. Some information and communication technology services and human resources services, building maintenance services, payroll and financial processing are provided in collaboration with the Department of Local Government, Sport and Cultural Industries.

ABOUT THE ROLE

Reviews, develops, implements, and maintains the corporate information policies and practices of the State Library in accordance with the requirements of the *State Records Act 2000 & Privacy and Responsible Information Sharing (PRIS) Act 2024* and relevant standards and guidelines.

Develops and maintains training materials, online information resources and delivers training for records management to stakeholders, including the provision of system support for the Electronic Document and Records Management System (EDRMS).

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Performs supervisory duties and coordinates the daily activities of the Corporate Information Unit to ensure the provision of a highly responsive and efficient records management services.
2. Provides advice, training and support to stakeholders to ensure compliance with policies, State Records Commission and PRIS standards and statutory obligations.
3. Coordinates and monitors onsite and offsite records storage holdings and ensures compliance with Common Use Agreements.
4. Participates in the improvement of processes and procedures and the identification of solutions in relation to records management issues.
5. Upgrades and enhances information systems to capture records for new types of information and maintains the associated register of system changes.
6. Executes the classification, sentencing, disposal and storage of records in accordance with relevant legislation, approved disposal schedules Record Keeping Plan in the EDRMS.
7. Maintains the Keywords and functional and administrative thesaurus to effectively categorise and define files.
8. Participates in and contributes to records management projects relevant to the State Library.
9. Represents the Branch, as required, on Directorate committees and working parties.
10. Performs other duties as required.

ESSENTIAL WORK-RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

Essential:

1. Shape and Manage Strategy

- You can demonstrate experience working in a records management environment including the use of computerised records management systems.
- You have sound knowledge of Records and Information Management Practices/Principles and legislative requirements, including State Records Act, PRIS Act and the Freedom of Information Act.
- You have demonstrated ability to research, analyse and make evidence-based recommendations whilst anticipating potential risks to the State Library.

2. Achieve Results

- You have sound abilities to conceptualise, analyse and evaluate information to develop practical solutions and make informed decisions whilst prioritising conflicting workloads.

3. Builds Productive Relationships

- You have a proven ability to develop and maintain high quality relationships including liaising and consulting with a variety of individuals.

4. Communicates and influences effectively

- You possess well-developed and confident communication and negotiating skills, including the ability to adapt messaging to suit the intended audience.

5. Exemplifies personal integrity and self-awareness

- You can demonstrate public service professionalism by performing duties of the role in accordance with departmental and team objectives, obtaining feedback and guidance from your manager as required.

Desirable:

- Possession of, or progress towards, an appropriate tertiary qualification in Information Management.
- Experience in using Content Manager.
- Able to lift boxes of up to 16kg.

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Right to Work in Australia
2. Successful Criminal Record Screening Clearance

SPECIAL CONDITIONS

Special conditions of this position:

Nil.

CERTIFICATION

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

Position Title: A/Director Corporate Services	Name: Carolyn Thorson	Date: 3/10/2025
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