

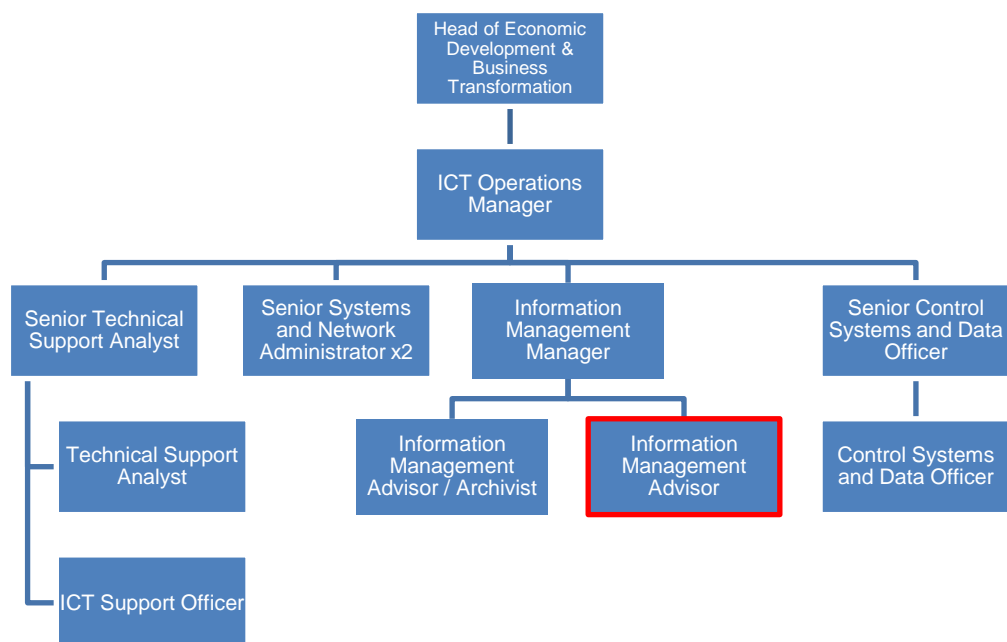
INFORMATION MANAGEMENT ADVISOR – FIXED TERM 12 MONTHS

POSITION DESCRIPTION

POSITION INFORMATION

Group	Economic Development and Business Transformation
Team	Information Communication Technology (ICT)
Reports to	Information Management Manager
Direct Reports	0
Primary Location	111 Heuheu Street office and around the District to fulfil key tasks
Financial Authority	Nil

TEAM STRUCTURE



POSITION PURPOSE

Effectively manage corporate records including protected local authority records, protected public records and community archives and artefacts in accordance with the Public Records Act (2005) to preserve the integrity and ensure accessibility of the information and artefacts; and to support the organisation in the use of the corporate EDRMS and promote and champion best practice records and archival practices.

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Records and archives compliance	<ul style="list-style-type: none"> Manage electronic, physical paper and other media records, ensuring they are recorded, accessible and disposed as scheduled Support the development of Councils Classification structure (File Plan) and Retention schedule Retention and disposal schedule implemented in compliance with Archives NZ standards and Public Records Act 2005 Support and administer the electronic document record management system, ensuring security privileges are applied and maintained Ensure information is protected and managed contributing to the efficient delivery of Councils functions and activities
Appraise, organise, preserve and dispose	<ul style="list-style-type: none"> Physical and electronic records are appraised and disposed in accordance with legislative requirements and Council policy and procedures Records and artefacts are adequately housed, listed, stored and maintained to Archives NZ standards Archives database is maintained in an efficient and up to date manner including updating all locations and dispositions following transfers of records Professional preservation and conservation treatment of artefacts is recommended and undertaken where appropriate Ensure complete and accurate documentation of the archives and collections including inventories and appraisals
Support	<ul style="list-style-type: none"> Proactively promote and champion best practice records and archival practices across Council Action requests (internal and external) for information as per agreed timeframes Provide research assistance to aid staff and the public to find required information Provide advice and training to staff in Council records management procedures and systems as well as legal responsibilities Assist with processing the incoming correspondence in to the EDRMS, ensuring mail is filed and distributed as per agreed internal processes and timeframes
Records and Reporting	<ul style="list-style-type: none"> Ensure accuracy of information/records in systems adopted by the department/organisation. Produce accurate reports as required for managers and/or SLT
Health & Safety and Wellbeing	<ul style="list-style-type: none"> Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position) Take responsibility for your own health and safety Ensure your own actions keep self and others safe

Responsibility	Key Functions/outcome
	<ul style="list-style-type: none"> Identify, report and assist to eliminate hazards/risks in work place Participate in local work place safety management practices Participate in workplace wellbeing initiatives Ensure compliance under Health and Safety at Work Act 2015
Project Management	<ul style="list-style-type: none"> Undertakes projects and/or other initiatives that may be assigned by the manager or SLT
Emergency Management	<ul style="list-style-type: none"> Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> All council staff Museum Libraries 	<ul style="list-style-type: none"> Members of the public Researchers Local authorities Archives NZ Service providers – document storage/destruction, mail scanning, mail delivery Software providers – EDRMS, ERP

VISION

“Making a better life for you and your families. We’re in this together – let’s make it work!”

VALUES

Kia kōtāhi mai – We’re in this together

Unite

Connect

Deliver

Kōtahitanga

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • A tertiary qualification in Information Management Technology or degree with research component • At least 3 years relevant industry experience in information management • Relevant industry experience in archival management 	

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> • Excellent attention to detail, thorough • Well organised • Ability to use initiative • Adaptable to changing work priorities • Willing to take responsibility 	

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Demonstrated experience with advanced working knowledge of the preservation, appraisal and disposal of records • Knowledge and extensive experience with legislation as it relates to Local Government and Information Management (Public Records Act, Privacy Act, LGOIMA, Copyright Act, Contracts and Commercial Law Act etc) • Working knowledge of the preservation and conservation of artefacts • Working knowledge of the principles and practices of Information Management • Working knowledge of and support of EDRMS and physical record systems • Ability to problem solve, gather information and undertake extensive research from various sources to respond accurately to information requests • Ability to communicate and deal effectively with staff and the public • Ability to plan work, set objectives and meet deadlines • Excellent oral and written communication skills • Sound understanding of information technology 	<ul style="list-style-type: none"> • Local government experience • Training experience

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		