

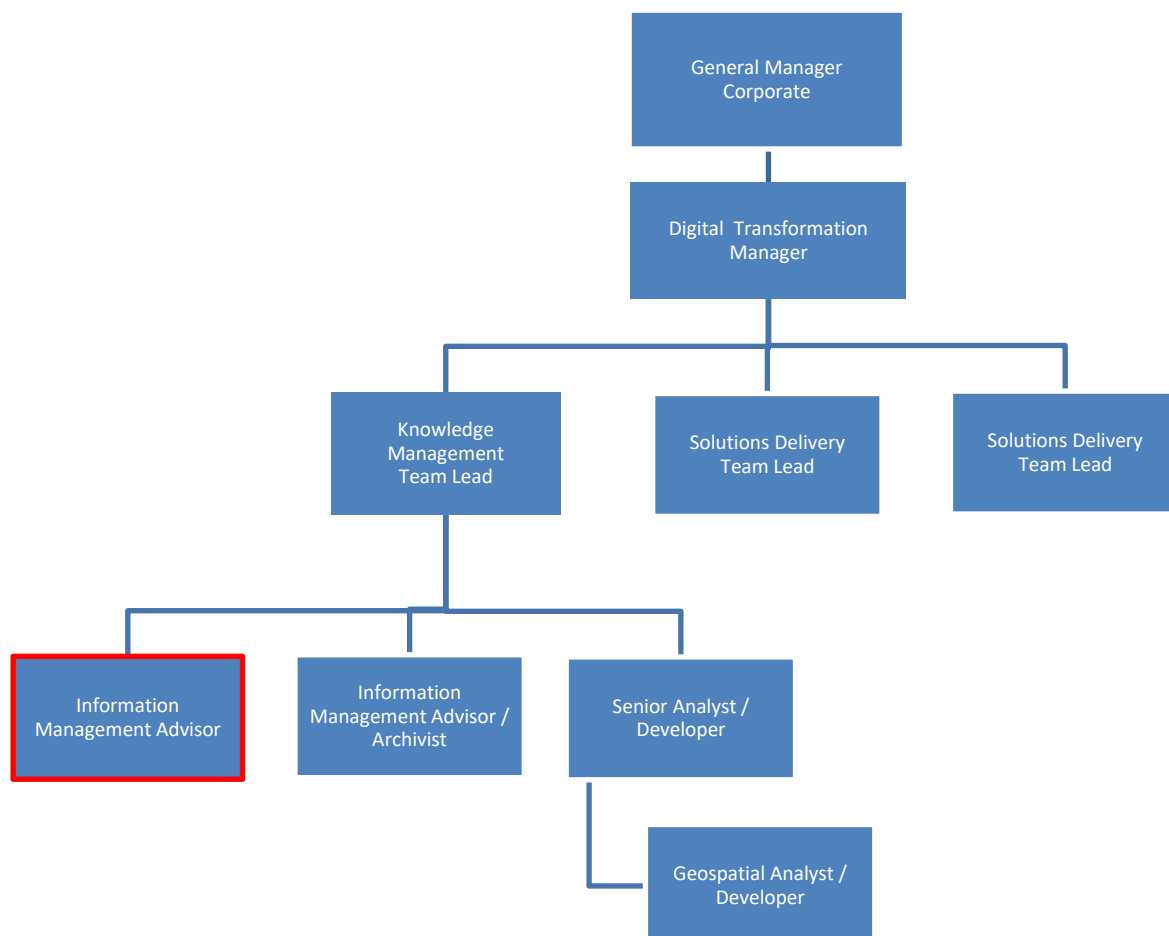
INFORMATION MANAGEMENT ADVISOR

POSITION DESCRIPTION

POSITION INFORMATION

Group	Corporate Services
Team	Digital Solutions
Reports to	Knowledge Management Team Lead
Direct Reports	0
Primary Location	111 Heuheu Street office and around the District to fulfil key tasks
Financial Authority	Nil

TEAM STRUCTURE



POSITION PURPOSE

Information is one of our core strategic assets, underpinning every decision and every action. Our information is the foundation to knowledge, that informs strategic decision-making and enables business insights.

You will have strong understanding of the importance of knowledge and information management and strive to develop and increase the capability across the organisation, sharing your experience to reach practical solutions to ensure information is created, organised and exploited effectively. You will also have a strong capability and interest in using digital systems and understand how they can facilitate effective information management practices ultimately assisting TDC to meet legislative requirements.

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Information Management Services	<ul style="list-style-type: none"> • Be an information and records 'subject matter expert' and provide support and advice to other departments within Council. • Have a good understanding of Government data and information strategies and initiatives, the Public Records Act and other legislation relating to information management and archival practices ensuring council fulfils its legislative responsibilities. • Have a focus is on providing a responsive and effective support service to staff and the public. • Train and advise departments on their responsibilities in managing Council records, including how to correctly create, use, maintain, protect, dispose and preserve.
Records Management	<ul style="list-style-type: none"> • Ensuring the effective and compliant collection, management and use of Council data and information across all systems. • Assist with the day-to-day management and operation of Council's electronic document and records management system (ECM), ensuring a high-quality experience for all Council staff. • Experience with the identification and management of structured and unstructured information in digital and physical formats. • Ensure compliance to all relevant legislation is achieved across all TDC systems that capture information and data. • Identify and ensure consistent, transparent, and robust records and risk management processes.
Digital Solutions	<ul style="list-style-type: none"> • Recommend and implement process improvements to achieve operational efficiency and excellence. • Open to new ideas, new ways of doing things through digital solutions. • Researching and evaluating new technology by continually assessing industry developments and trends • Handles situations and problems with innovation and creativity
Building best people (corporate contribution)	<ul style="list-style-type: none"> • Be a team player – actively participate in, critically assess and discuss Council policies and plans • Focus on continuous improvement through developing and growing the skills and knowledge of the Operations team to ensure they are fit to deliver and support the organisations needs now and into the future. • Take initiative in understanding "the way things are done" in the business, from policies and procedures to business planning, including performance development processes • Ensure accuracy of information/records in systems adopted by the department/organisation.

Responsibility	Key Functions/outcome
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 • 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
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 • Council Privacy officer 	<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 IT At least 3 years relevant industry experience in information management 	

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> A team player Excellent attention to detail, thorough Well organised Self-motivated with initiative Adaptable to changing work priorities Takes accountability for own actions 	

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> Demonstrated knowledge of information and records management principles and practices, including, but not limited to NZ legislation such as the Public Records Act, the Local Government Official information and Meetings Act and the Privacy Act. Advanced skills in the Microsoft Office suite. Demonstrated success in customer relations and stakeholder engagement. Working knowledge of and support of digital 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 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 Demonstrated experience improving processes, systems and functions associated with programme delivery in line with best practice. Experience with Privacy Impact assessments and ethical data use reviews.

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		