



Reference number: N.N 10403719	Date Approved: 1 July 2008
Title: Information Manager	Closing date: 28 July 2008
Designation:	Executive Level 1
Branch:	Corporate Services Branch
Team:	Information Management and Technology Team
Location:	Department of Climate Change, 2 Constitution Avenue
Immediate supervisor:	Executive Level 2
Security classification:	Protected

### Corporate Services Branch

The role of Corporate Services Branch is to support the department through the provision of a wide range of high quality strategic corporate services.

- **Accommodation and Facilities** — responsible for the provision of accommodation, security, fleet and office services;
- **Finance and Budgets** — responsible for budgeting, financial accounting and reporting, and involvement in Commonwealth budget processes;
- **Human Services** — responsible for workplace relations, performance management, learning and development, recruitment, personnel and OH&S issues;
- **Legal, Procurement and Governance** — responsible for legal advice, procurement and contract management, internal audit, fraud control, risk management and governance;
- **Client Service** — responsible for providing corporate support to divisions.
- **Information Management and Technology** — responsible for computers, printers, networks, voice communications and information management services including record keeping and archiving.

### Duties

#### **Information Management and Technology Team (IMAT)**

The IMAT Team is responsible for information management, ICT hardware, software, infrastructure, and voice communications. The team is led by the Director (Executive Level 2).

The Information Manager is required to work as part of the IMAT Team in Corporate Branch and is responsible for establishing and supporting the Department's ongoing information management policies and practices, including the creation of a Records Authority for compliant record keeping and archiving. The Information Manager will also work to support the objectives of the Department's ICT Strategic plan, and assist other areas of the IMAT Team as requested by the Director, IMAT or the Chief Financial Officer.

## Duties

Operating under direction from the Director, IMAT (Executive Level 2), the role will involve the following:

- Establish and implement information management policy and processes compliant with government standards, industry best practice and the ethos of the Department.
- As a member of the IMAT team, work to achieve the objectives set out in the Department's ICT Strategic Plan.
- Act as a client liaison for all information management matters and manage relationships with service providers.
- Development of statutory government and management reports pertaining to the Department's management of information.
- Establish and maintain the Department's Information Architecture.
- Provision of induction and familiarisation training to staff regarding information policy, practice and process.
- Undertake ad hoc project work and tasks as requested.

## Security Assessment

Security level required is Protected.

## Selection Criteria

The successful applicant should demonstrate to the required level the following:

1. Contemporary knowledge of information management theory and environmentally friendly IM practice;
2. Sound knowledge of government information management policy pertaining to document management, record keeping, archiving and the Freedom of Information Act (FOI);
3. Familiarity with government and parliamentary information flows and processes;
4. The ability to perform in a formative team environment with the ability to operate both collaboratively and with a degree of autonomy;
5. Demonstrated commitment to client service, and the ability to successfully meet deadlines;
6. Interpersonal skills of a high order including strong oral and written communication, negotiation, liaison skills.
7. Tertiary or industry recognised qualifications or equivalent in Information Management.

Please note that applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering DCC as a potential employer.

Applications should be e-mailed to [recruitment@climatechange.gov.au](mailto:recruitment@climatechange.gov.au) or posted to The Recruitment Officer, Corporate Services Branch, Department of Climate Change, GPO Box 854, ACT 2601. The closing date for applications is: 28 July 2008.

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