RIMPA
GLOBAL

RECORDS AND INFORMATION MANAGEMENT PRACTITIONERS ALLIANCE
Advancing and Connecting the Records and Information Management Profession

UPGRADE MEMBERSHIP STATUS TO CHARTERED

PERSONAL DETAILS

*Mandatory Fields

Name*

Current Membership Status*

☐ Non-Member   ☐ Student   ☐ Individual

☐ Corporate   ☐ Associate (ARIM)

Phone*

Email Address*

EVIDENCE OF YOUR PROFESSIONAL EXPERIENCE*

Demonstrate at least 5 years' experience within the records and information management industry <u>or</u> industry qualifications in records and information management (minimum Advanced Diploma of Recordkeeping) and at least 2 years' experience inthe records and management industry.*

Evidence of achievement of the RIMPA Continuing Professional Development (CPD) Program for the last 2 years.*

INFORMATION MANAGEMENT SKILLS

Demonstrate your experience against all questions for 12 of the NAA Information Management Professional capabilities below:

INFORMATION GOVERNANCE

Is able to establish links between information, data and IT governance.

Is able to develop and implement information governance frameworks, strategies and policies.

Is able to plan and manage compliance monitoring and reporting activities.

LEGISLATION AND POLICY

Is able to interpret legislation and policies relevant to information and data management and provides advice on their implications.

STANDARDS AND BEST PRACTICE

Is able to implement standards and best practice during the development of relevant information and data management policies and procedures.

INFORMATION AND DATA LEADERSHIP

Is able to advocate for, and explain, information and data management responsibilities, principles and processes.

Is able to work on strategies to build an organisational culture that values information and data.

VALUE OF DATA AND INFORMATION

Understands the value of information and data as corporate assets that need to be managed throughout their entire lifecycle.

Understands that information and data may have value beyond the life of the systems in which they are created or stored, and beyond their original purpose.

Is able to estimate the value of specific datasets and information assets and associated costs.

RISK MANAGEMENT

Is able to embed risk management into information, data and IT governance artefacts and translate them into strategies to reduce risk.

Is able to manage staff who are implementing risk management strategies and activities for information and data.

INFORMATION SECURITY

Is able to interpret regulatory requirements and information security policy to ensure information management policies and procedures are aligned to meet regulatory requirements and frameworks.

Is able to manage information security risk assessments and audits, and communicate outcomes and issues to business managers and others.

VALUE IDENTIFICATION, RETENTION AND DESTRUCTION

Is able to assess the impact of legislation on managing all information and data in all locations such as business

systems.

Understands how disposal authorities identify an organisation's valuable information and data.

Is able to manage a disposal authority development project and manage an ongoing program to reduce information holdings in accordance with legislation.

DIGITAL PRESERVATION AND CONTINUITY

Is able to assess and implement digital preservation strategies and technologies to achieve digital continuity, mitigate obsolescence and maintain access.

Is able to develop digital preservation policies and procedures based on best practice, and manage associated projects.

BUSINESS PROCESS IMPROVEMENT

Is able to lead a team to analyse and map business processes to identify inefficiencies and implement solutions for improvedend-to-end business processes.

Is able to articulate reasons for business process change.

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INFORMATION REVIEW

Is able to manage information reviews and analyse gathered data to identify strategic and operational opportunities and risks.

Is able to reuse information review data to assist in other information governance activities such as developing an information architecture.

USER EXPERIENCE

Understands usability principles and processes and is able to apply them to new processes and systems.

Understands that success of any information management change depends on meeting the needs of the users as well the business and ensures projects are managed accordingly.

Is able to manage basic usability testing for new information systems and practices.

Is able to establish and lead a multidisciplinary team to design, build, operate and iterate a service.

INFORMATION ARCHITECTURE

Is able to lead information architecture initiatives, and understands how they relate to other enterprise architectural domains.

Is able to provide guidance on the development and maintenance of information architecture artefacts.

METADATA

Is able to explain the role of metadata to ensure the integrity and availability of information and data.

Is able to manage the appropriate capture of metadata through developing and maintaining policies, procedures, standardsand metadata schemas, and advise on metadata standards relevant to the organisation's specific business.

Understands how metadata enables interoperability.

TOOLS AND TECHNOLOGIES

Is able to provide specialist advice on tools and technologies that support information and data management across the organisation, and is able to advise on improvements or new technologies to achieve the organisation's outcomes.

Is able to manage the selection, implementation and use of new or improved technologies.

Is able to support information technology management including, administering usage and issues, installing and maintaining technology licences.

INFORMATION MANAGEMENT FUNCTIONALITY IN SYSTEMS

Is able to assess information management functionality in existing business systems against relevant standards and provide advice on solutions and compliance of current systems.

Is able to advocate for information management functionality when acquiring new technologies.

INTEROPERABILITY

Is able to implement improvements across semantic, technical, legal and business interoperability.

Is able to assess interoperability needs based on internal/external demands for enterprise information.

Is able to plan for the resources required to implement interoperability.

Understands data integration and data exchange methods and protocols, such as APIs.

CLOUD COMPUTING

Is able to contribute to the selection of cloud infrastructure as a service (IaaS), platform as a service (PaaS) and software as a service (SaaS).

Is able to advise on relevant information and data legislation and policies, and implement strategies to ensure information and data integrity, reliability and security

DATA SKILLS

Demonstrate your experience against all questions for 4 of the NAA Information Management Professional capabilities below:

DATA GOVERNANCE

Is able to develop policies and procedures to protect privacy, accuracy and the ethical use of data.

Understands the links between data governance, information governance and other aspects of corporate governance.

Is able to develop, monitor compliance and enforce data policies, standards, frameworks and architecture.

Is able to plan and oversee data management projects, services and coordinate data governance activities.

DATA LITERACY

Is able to provide direction on authoritative sources of information and data for research and analysis activities.

Is able to ensure privacy and ethical considerations have been met prior to sharing or publishing information and data.

DATA ANALYSIS

Is able to investigate corporate data requirements, and apply data analysis, data modelling and quality assurance techniquesto establish, modify or maintain data structures and their associated components.

DATA QUALITY MANAGEMENT (DQM)

Is able to set, test, measure, evaluate and validate data quality requirements, issues and service levels

Is able to design, implement and monitor operational DQM procedures and performance.

Understands data audit approaches using relevant tools and programming languages.

DATA ARCHITECTURE

Is able to determine enterprise information needs, develop and manage the enterprise data model by analysing and aligning with other business models.

Is able to develop, manage and provide advice on data delivery architecture, including data integration, data warehousing business intelligence, enterprise taxonomies and metadata architecture.

DATABASE DESIGN AND DATA MODELLING

Is able to provide advice on database concepts, data modelling techniques and design principles.

Is able to manage and provide advice on database architectures, software and facilities.

Is able to manage and guide data requirements gathering exercises to establish, modify or maintain a data model.

REFERENCE AND MASTER DATA MANAGEMENT

Is able to collaborate on master data management solutions and data integration architecture that enable improved interoperability.

DATA TOOLS AND PROGRAMMING

Understands a wide range of contemporary data science and analytical tools and has high level expertise using at least one.

Understands programming languages and is able to use advanced programming skills in current demand.

Is able to support data technology management including defining requirements, evaluating, installing and maintaining data technology licences.

REFEREES*

Name*

Organisation*

Position*

Email*

Phone Number*

Name*

Organisation*

Position*

Email*

Phone Number*

Please save your application and submit using the submit form and the Membership Committee will be in touch with you shortly.