

Job Description: IS014 Information Services Officer (In Residence)

POSITION TITLE:	Information Services Officer (In Residence)
POSITION NUMBER:	IS014
CLASSIFICATION LEVEL:	CL6 pro rata
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Manager Information Services
LAST REVIEWED:	May 2024

KEY FUNCTIONS

Information Services' objectives are to support organisational goals by managing, preserving and providing continuing access to CLC's business information and cultural heritage assets and resources. Further, to optimise the use and value of information assets and resources by building the information literacy skills of staff. The section is accountable for the provision of collection preservation, storage and access services. CLC records consist of paper-based files, audiovisual and digital records, bound volumes, photographs, maps and other objects and formats.

The main responsibility is to support the Information Services team in day-to-day operations while being compliant with relevant legislation and standards, internal policies and procedures.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

Program

- Preserve constituent materials by developing an Access policy and procedure for Contractors and consultants.

OR:

- Develop a promotional plan with activities for CLC's Digital Archive, i.e. an online outreach source for constituents and beyond.

nB: Applicants are encouraged to discuss the program of interest with the Manager before applying.

- Other duties that are safe, legal & logical while being within the limits of the employee's skills, competence and training consistent with the classification structure.

MONITORING AND COMPLIANCE REQUIREMENTS

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| • Aboriginal Land Rights (NT) Act 1976 | Islander) Act 2006 (CATSI Act) |
| • Anti-Discrimination and Privacy Legislation | • Crimes Act 1914 |
| • Archives Act 1983 | • Electronic Transactions Act 1999 |
| • CLC Corporate Plan | • Evidence Act 1995 |
| • CLC Enterprise Agreement and Code of Conduct | • Freedom of Information Act 1982 |
| • CLC Policies and Procedures | • Industrial Relations Legislation |
| • CLC Risk Management Plan | • Native Title Act 1993 |
| • Copyright Act 1968 | • Northern Territory Aboriginal Sacred Sites Act |
| • Corporations Act 2001 | • Public Governance, Performance and Accountability Act 2013 (PGPA Act) |
| • Corporations (Aboriginal and Torres Strait | |

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- Relevant Australian and International Standards
- Work Health & Safety Act (Cth) 2011
- Workers Compensation Legislation

WORKING RELATIONSHIPS

- Reports to and receives direction from Manager Information Services;
- Work collaboratively with all other staff of the Information Services Section in making positive contributions to CLC's performance;
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to ensure effective coordination with CLC policy development and achievement of organisation goals; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions.

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy

SELECTION CRITERIA

PREREQUISITE

1. Aboriginal and Torres Strait Islander; identifies as Aboriginal or Torres Strait Islander or is accepted as Aboriginal or Torres Strait Islander in the community in which he or she lives.
2. Qualifications in Records and Archives Management, or in a related field, and eligible for professional membership to main professional associations such as the Australian Society of Archivists (ASA).

ESSENTIAL

3. High level of computer skills across a range of applications, including Outlook, Word, Excel, EDRMS, Catalogue and any information retrieval systems.
4. Exercise the utmost discretion, sensitivity and confidentiality with all verbal and written communication.
5. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
6. Motivation and ability to work as a member of a collaborative team and make a valuable contribution in relation to the functions of the team.
7. Ability to work with limited supervision and set priorities to achieve results.
8. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
9. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.
10. Safe Manual Handling of Records and Library Materials, i.e. lifting and pushing. Appropriate level of health and fitness to meet the requirements of the position, as well as Risk Management, EEO, diversity & inclusivity principles.
11. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.

nB: Please address how you would approach your program of interest and the remaining criteria on no more than two (2) pages.

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DESIRABLE

1. Knowledge of an Electronic Document and Records Management System (EDRMS) such as Content Manager.
2. Experience working in an Aboriginal Organisations or cross-cultural environment.
3. An awareness and understanding of the overall context in which the Central Land Council (CLC) operates.
4. Experience working in remote areas.

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APPROVAL DATE: *of the approved copy*