| Agency | Department of Corporate and Digital Development | Work unit | Information Management Services |
| --- | --- | --- | --- |
| Job title | Senior Manager Information Management | Designation | Senior Administrative Officer 1 |
| Job type | Full time | Duration | Ongoing |
| Salary  | $123,559-$138,034 | Location | Darwin |
| Position number | 507 | RTF |  | Closing | 16/07/2023 |
| Contact | Adam Morris on 08 8999 4645 or adam.morris@nt.gov.au  |
| About the agency  | <https://dcdd.nt.gov.au/> |
| Apply online  |  |
| Information for applicants – Inclusion and diversity and Special measures The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants).Under the agency’s Special Measures Recruitment Plan eligible Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). |

# Primary objective

Provide high level strategic advice, leadership and management in the provision of efficient and effective information management practices and services to ensure compliance with relevant statutory requirements and enabling client agencies to focus on their core business.

# Context statement

Information Management Services provides best practice advice and records management services to Northern Territory Government client agencies. Structured into several work streams, a wide range of services are delivered, including records management, help desk services, records appraisal, sentencing and disposal, training development and delivery and Freedom of Information.

# Key duties and responsibilities

1. Provide leadership and strategic direction to a specialist team delivering best practice, client-focused information management services.
2. Provide specialist and strategic advice and direction to client agencies in relation to records management principles, practices and systems, and legislatively compliant information management.
3. Develop, implement and evaluate strategic information and records management programs.
4. Contribute to strategic and operational planning, policy development, and develop and manage a range of complex projects to facilitate contemporary information management practice.
5. Foster a positive, customer-focused workplace culture through exemplary leadership practices and role modelling behaviour that aligns to agency and client values and enhances customer service experience for agencies.
6. Lead, manage and coordinate business planning and budgeting to ensure strategic objectives and operational requirements are achieved, providing timely and relevant advice to the senior officers in relation to services and initiatives.
7. Develop innovative records and information management solutions and strategies partnering with other senior managers to identify and improve service offerings, including reporting against performance indicators.

# Selection criteria

## **Essential**

1. Extensive experience and contemporary knowledge of records and information management frameworks, systems and practices.
2. Well-developed planning, project and organisational skills, with experience managing multiple complex, high priority tasks to meet competing deadlines.
3. Well-developed analytical and conception skills, with experience applying business process improvement and change management methodologies.
4. High-level communication, negotiation and presentation skills, with the ability to provide expert, authoritative advice and responsive client service.
5. Experience in successfully leading a team in the delivery of client-focused services and required outcomes, by providing clear direction, constructive feedback and timely management of performance issues.
6. Demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders and represent the agency on interdepartmental forums.
7. Demonstrated work ethic and attitude which emulates DCDD values of being professional, accountable, honest, innovative and respectful.

## **Desirable**

1. Tertiary qualifications in Information Management or a relevant field.
2. Membership of a relevant professional institute or association.

# Further information

The recommended applicant will be required to undergo a criminal history check prior to selection being confirmed. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history. When choosing to apply for this position, the applicant should consider the full requirements of the position in aligning their work experience and capabilities to this role. Please refer to the [Capability Framework](https://ocpe.nt.gov.au/nt-public-sector-employment/leadership-and-capability/capability-leadership-framework) and visit our website at <https://dcdd.nt.gov.au/>

**Approved:** 23 June 2023 Kate Stevenson, Senior Director Information Management Services