POSITION DESCRIPTION

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| POSITION TITLE | EDRMS Lead |
| POSITION NUMBER | TBA | BAND / JOB GROUP | TAC JG 5 |
| DIVISION | FINANCIAL AND CORPORATE SERVICES |
|  | Financial and Corporate Services are responsible for management of the TAC building and the financial, risk, assurance, legal and forensic services the TAC. |
| BRANCH | Forensics & Corporate Services |
| LOCATION | Geelong |
| REPORTS TO | Records & Information Manager |
| NUMBER OF DIRECT REPORTS | 0 |
| FINANCIAL DELEGATION | $10,000 |

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| JOB PURPOSE | Provide specialist advice and effective support in relation to the strategic application of the EDRMS as part of the overall TAC Records Management Framework including the configuration, implementation and further refinement of system requirements. Provide subject matter expertise and training across the organisation and mentor other Records Staff in PROV compliant and better practice record keeping principles and procedures. |

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| KEY ACCOUNTABILITIES |
| * Creation and maintenance of classification frameworks, security permissions and access, and workflow management of EDRMS.
* Implementation and ongoing maintenance and upgrades of the electronic document and records management system (EDRMS) including, where appropriate, acceptance testing, data migration, and amendments to processes and documentation.
* Manage the input and documentation of all non-technical system changes e.g. Business Classification Scheme structure, record types, security, etc
* Effectively support the Records and Information Manager and broader team in the continued refinement and delivery of an high value Records Management Framework
* Actively train and mentor other staff in the effective delivery of a high value records management function
* Provision of specialist advice to the Executive and Senior Management in relation to the strategic application of the EDRMS
* Management of EDRMS user accounts and development of processes for system utilisation by end users
* Maintenance of EDRMS business classification directory
* Monitor quality and appropriateness of files created in the EDRMS
* Development, management, documentation and implementation of EDRMS configuration change control procedures
* Develop and conduct audits, and produce reports on EDRMS data input and usage.
* Ensure the proper application of security for records in the EDRMS
* Updates records management policy and procedures particularly in relation to their application to the use of the EDRMS
* Develop Digitisation Plans in accordance with PROV Standard 11/07 Specification 1 & 2 to enable scanned images to become official records.
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| ORGANISATIONAL RESPONSIBILITIES | As defined by the Occupational Health and Safety Act 2004 - Victoria employees of TAC and WorkSafe Victoria are to take reasonable care to ensure their own safety, not place others at risk by any act or omission, follow safe work procedures, report hazards and injuries and cooperate with the employer to meet work health safety obligations.Role model all TAC Leadership Model capabilities and behaviors; Adapt & Learn, Embrace Accountability, Cultivate Partnerships, Empower Others, Exercise Judgment, Deliver Outcomes, Shape Strategy & Direction and Lead Transformation. Participate in identification and development of initiatives, risks, changes, recommendations and implementation of appropriate work practices, policies and guidelines to improve efficiency and/or effectiveness of work. |

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| KEY SELECTION CRITERIA |
| RELEVANT WORK EXPERIENCE & SPECIALISED KNOWLEDGE |
| * Demonstrated understanding and extensive experience in the implementation and ongoing management of an EDRMS system and related administration functions
* Demonstrated experience in the development and delivery of effective records management training programs
* Knowledge of Victorian Government record keeping standards, including the Victorian Electronic Records Strategy (VERS).
* At least 5 years experience as an EDRMS administrator
* Highly computer literate with a working knowledge of the full range of Microsoft Windows and MS Office applications.
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| CAPABILITIES |
| Lead Transformation: Keeps abreast of trends or innovations that could improve work processes and quality of service |
| Shape Strategy and Direction: Integrates and balances bigger-picture concerns with day-to-day activities |
| Deliver Outcomes: Identifies and removes barriers to achieving team performance goals |
| Exercise Judgement: Undertakes objective analysis and draws accurate conclusions based on evidence |
| Embrace Accountability: Holds self and others accountable for actions and results against agreed goals |
| Adapt and Learn: Adapts one's approach as situations change and supports others to do the same |
| RELEVANT QUALIFICATIONS |
| Tertiary qualification in the field of Records Management at Diploma or equivalent level (essential) |

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| VERSION | 1.0 FINAL |
| DATE | 30/05/2014 |