



Position Description

Information Management Lead

ORGANISATIONAL ENVIRONMENT

The Organisation

Able Australia is a secular non-profit organisation that provides services to people living with multiple disabilities including deafblindness, and youth and families who are experiencing disadvantage. Able is committed to enabling the people they support to live the life they choose.

Able Australia prides itself on its values of trust, kindness, respect and excellence, with a mission to live these values and build on its heritage of over 50 years, empowering individuals with disabilities to reach their full potential.

Position Details

Position Title:	Information Management Lead
Employment Type:	Full time, contract 12 months
Work location:	National Office/Camberwell
Industrial Instrument:	SCHADS Award
Classification level:	Level 4
Position reports to:	National Director Quality, Innovation and Senior Practitioner
Date Approved:	4 th March 2019

Position Purpose

To facilitate the effective and efficient operation of Able's information management systems by utilising best practice, innovation and technical expertise. To driving the use of electronic document management system/s, in line with Able's ICT Plan. To build the capacity and capability of the organisation to achieve this.

Doc Number: HRPD 1	Name: Position Description TEMPLATE	Released: March 2019	Version: 1.0
Authorising Area: People and Culture		Document Owner: National Director People & Culture	
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Key Responsibility Areas	Capability Requirements	Key Performance Measures
Sector and organisation purpose and values	<ul style="list-style-type: none"> To encourage, support and value all employees, volunteers and supporters of Able Uphold the vision and mission of Able at all times and foster a respectful supportive working environment To focus on Able core values of: Trust, Respect, Excellence and Kindness 	Deliver work in line with the core values and behaviours of Able
Key Responsibilities	<ul style="list-style-type: none"> Participate in the development, implementation and review of information management needs and solutions Lead the development, implementation and review of information management systems including an ICT solution to manage electronic records (SharePoint) Administer an Electronic Document Management System and ensure that it is structured to meet legislative obligations for record keeping Design and deliver Able's Policy and Procedure Framework Ensure information management procedures are documented and communicated Review archive / storage options Deliver services improvement projects; Perform administration duties as part of the information Management role such as creation, archival, retrieval and disposal of electronic and physical files Build organisational capability and capacity for improvement initiatives Provide oversight, review and monitor compliance of information management with legislation & Policy. 	<ul style="list-style-type: none"> The information management system offers effective and accessible recording, retrieval, storage, archiving and movement of all documents Records are retained and disposed of in accordance with legislative requirements Project outcomes achieved Policy & Procedure Framework delivered Contract register established and current Learning and development provided to key stakeholders
Communication	<ul style="list-style-type: none"> Provide effective communication to deliver compliance with information management systems Deliver change management projects. 	<ul style="list-style-type: none"> Key stakeholders are compliant with information management Development of Board/Exec Reports and Business cases Monthly reporting

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	<ul style="list-style-type: none"> Deliver effective reporting to Executive and a range of stakeholders. 	<ul style="list-style-type: none"> Project outcomes achieved
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Functional requirements

Key responsibility areas	Capability requirements	Key performance measures
Risk & Workplace Health & Safety	<p>Workers must:-</p> <ul style="list-style-type: none"> Take reasonable care of their own health & safety Take reasonable care for the health & safety of others who may be affected by their acts or omissions Report all hazards, near misses and incidents Comply with relevant Able Australia Risk, Work Health & Safety Policies and Procedures 	<ul style="list-style-type: none"> Demonstrate behaviours which reflect your commitment to Risk and WHS. Identifies and responds to them appropriately and in accordance with organisation policy and procedure. Reports all incidents and near misses within defined timelines and following correct processes. Reports all Risks, emergencies, and hazards
Quality & Continuous Improvement	<ul style="list-style-type: none"> Promote a quality and safety culture Compliance with organisational policies, procedures and relevant work instructions. Contributes to Quality and continuous improvement activities, and improvement within own work practices Contributes to achievement of strategic goals and objectives 	<ul style="list-style-type: none"> Demonstrates quality practice in day to day practice in line with Duty of Care Participates fully in quality activities as required Seeks opportunities and makes appropriate suggestions for service improvements
Diversity & Equity	<ul style="list-style-type: none"> Promotes diversity & equity across all areas of service delivery in line with policy and procedures 	<ul style="list-style-type: none"> Demonstrates behaviours compliant with policy and procedures Challenges inappropriate behaviour ensuring action is taken
Continuous Professional Development	<ul style="list-style-type: none"> Participate in learning and development including mandatory training, as per policy and procedures Promote professional development of self and others, as relevant to role Participate in regular supervision and performance appraisals 	<ul style="list-style-type: none"> Completes within defined timescales Identifies appropriate opportunities for self (and where relevant to role, others) Completes development and review processes Contributes to the organisational learning & development agenda (as appropriate to role)

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Key responsibility areas	Capability requirements	Key performance measures
Organisation Citizenship	<ul style="list-style-type: none"> Represents & demonstrates Able Australia's vision, mission and values Complies with codes of conduct and dress code Promotes positive working relationships Contributes to shared goals and targets 	<ul style="list-style-type: none"> Adheres to organisation P&P Works collaboratively in a positive and professional manner Demonstrates behaviours consistent with Able's values and Code of Conduct.

Key Selection Criteria	<p>Knowledge</p> <ul style="list-style-type: none"> Information systems management ICT systems e.g. SharePoint Project and change management; Experience in Customer Service – desirable <p>Skills</p> <ul style="list-style-type: none"> Experience in management of information systems, both electronic and physical. Demonstrated experience in delivering projects and change management; Ability to utilise information technology systems for the management of information e.g. SharePoint Demonstrated experience in effective communication and reporting to Senior Leaders and a range of stakeholders. Working collaboratively in a team environment Ability to translate legislation related to information / data management into practice Ability to problem solve Ability to build organisational capability and capacity related to information management <p>Qualifications & Training:</p> <ul style="list-style-type: none"> Relevant degree in Information management or equivalent National Police check Current drivers licence
Organisational Relationships	<p>Reports to: National Director Quality, Innovation and Senior Practitioner</p> <p>Supervises: No responsibilities for other staff</p> <p>Internal Relationships: All Able Australia staff</p>



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Agreement

I have read, understood and agree to comply with this Position Description

Name:

Signature:

Date:

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