

POSITION DESCRIPTION

Job Title:	Information & Records Manager	Position No:	As per HRIS
Job Type	Fixed Term, Full Time	Level:	PAO6
Location	Darwin, Northern Territory		
Responsible to:	Business Support Services Manager	Reports to:	Business Support Services Manager

Main Duties/Responsibilities

- Ensure the business has a robust, secure and complete Records Information System.
- Responsible for Records and Information Management Policy, including review and updating.
- Support business in the implementation of the Records and Information Management Policy.
- Perform technical support and system administration for the organisations Records & Information Management system.
- Review and present user education and training in physical & electronic information to ensure that all employees are aware of, and competent in, records & information management as a routine part of daily business.
- Oversee, support and undertake research in response to internal and external requests for information.
- Perform system administration and information support to other business applications, such as the Ports website, intranet & phone system.

Experience

- Experience (5+ years) in Records Management and implementation
- Proven experience in the implementation and ongoing management of Electronic Document & Records Management Systems (EDRMS).

Skills

- High-level communication skills, both written and verbal, negotiation and conflict resolution skills with the ability to liaise with people of all levels to deliver quality outcomes.
- Through knowledge of typical Records Management services, working knowledge of legislation, regulations and policies related to Darwin Port
- Sound knowledge and proven experience of an automated records management system, such as HPE Records Manager, including the ability to accurately record and manage information and data within such system.
- High level of self-management including high level of organisation, time management, ability to work with minimal supervision, exercise judgement and initiative and display sound professional ethics of confidentiality and discretion.

Qualifications

- On the job experience (5+ years) and knowledge equal to a minimum of a Diploma in Recordkeeping

Further Information

Information on Darwin Port Operations can be found on our website www.darwinport.com.au.

All applicants must hold or be eligible to obtain a Maritime Security Identity Card (MSIC). Applicants may be required to undertake a pre-employment medical assessment and be subject to Drug and Alcohol testing in accordance with the DPC (NTPS) 2014-2018 Enterprise Agreement.