

Position description

Title:	Information and Archives Specialist
Branch/Department:	Executive
Status:	Full Time – 75 hours a fortnight - Fixed Term 2 years
Location:	Belgrave or Emerald
Reports to:	Company Secretary
Direct Reports:	Nil
Hours/Days of Work:	Monday to Friday – some weekends may be required by negotiation
Requirements	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check Completed a National Transport Commission Category 3 Health Assessment Medical

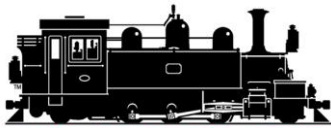
Job Purpose

This position involves the development and implementation of an ETRB information management framework and the co-ordination and operational management of ETRB inactive records including its Archives and ensuring relevant compliance requirements are met.

Key Duties & Responsibilities

- Implement a new information (including records) management framework and the transitioning of information management to 'business-as-usual' thinking and practice.
- Develop and oversee information management processes that enable ETRB to be compliant with relevant legislative obligations including public records, information privacy and freedom of information. This includes developing information management policy, procedures and plans for the efficient and effective classification, storage, security, digitisation, retrieval, retention and disposal of electronic and hardcopy records.
- Implement and oversee the use of an organisation-wide electronic records and document management system (EDRMS).
- Develop and deliver instruction and guidance to staff, contractors and volunteers (where needed) to gain their understanding and acceptance of information policy, procedures and legislative requirements, and use of ETRB systems.
- Oversee and manage the processes for authorised retention and disposal of ETRB information, including the relationship with the external storage provider and Public Record Office Victoria.
- Monitor ETRB's information management performance using an internal capability assessment program.
- Manage projects relating to information management as required.
- Will actively participate in continuous improvement – learning and development programs and performance management programs
- Adhere to all company values, principles, policies and procedures
- Other tasks and duties as requested

Key Competencies



PUFFING BILLY RAILWAY

- Superior verbal and written communication skills
- Ability to work cooperatively and respectfully with others from various backgrounds and cultures
- Flexible and adaptable with ability to problem solve and multi-task
- Ability to work unsupervised and under pressure
- Ability to work as a team & to lead by example
- Strong organisational skills, with ability to prioritise and follow-through
- Exceptional computer skills including Microsoft suite
- Focus on service excellence, exceeding internal and external customer expectations

Qualifications & Experience Required

- Tertiary qualification in information management, archives or records
- At least 3 years' experience working in a similar information/knowledge management position
- A demonstrated understanding of the Victorian Government (including Public Records Office of Victoria) legislative and other requirements relating to records and information management
- Demonstrated experience in managing projects including implementation, and managing all facets of a project including resources, personnel, activities, timelines, deadlines, and materials
- Demonstrated experience working with and supporting an EDRMS
- Experience in managing an implementing change
- An understanding of Puffing Billy's history and current business desirable.

Key Relationships

- ETRB staff, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations
- Contractors

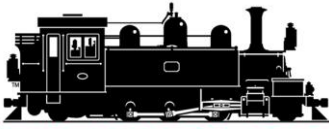
Health & Safety

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> • Manual handling task (0 – 9kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement i.e. stacking, reaching, typing and sorting • Walking on uneven surfaces • Sitting at workstation • Responsibility for the safety of others



PUFFING BILLY RAILWAY

Additional Notes

- As Puffing Billy Railway's peak time is during the Victorian school holiday period, taking leave during school holidays is limited
- ETRB is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safe Policy and Child Safe Code of Conduct.
- ETRB is a zero drug and alcohol workplace – workplace participants maybe subject to unannounced drug and alcohol testing

Acknowledgment

I declare that I have read and fully understand the content of this Position Description.

Employee

Signed: _____ *Date:* _____

Approved By:	Steve O'Brien	Date:	April 2019
Last Updated By:	Angela Jamieson	Date:	April 2019