

## Position description

---

<b>Position title</b>	Enterprise Records Manager
<b>Group / Branch</b>	<i>Business Technology Services / Enterprise Data</i>
<b>Reports to (Title)</b>	<i>Enterprise Data Governance &amp; Management Lead</i>
<b>Competency level</b>	Individual Contributor

---

## Job Purpose

The Enterprise Records Manager is responsible for governance, operational and advisory support to the organisation with regards to Records Management across the organisation.

## Key Accountabilities

### Policy and Process

- Provide an effective framework for the management of all forms of records that are received and generated by the organisation across the entirety of their lifecycle
- Build on, document, and implement governance and strategy arrangements to support data/information management and specifically records management
- Ensure compliance with the Public Records Act 1973 and PRO(V) Standards and apply authorities as required

### People

- Provide training and support to staff in best practice management of records and management systems
- Work collaboratively with records, data and information stakeholders to achieve strategic outcomes
- Provide leadership and subject matter expertise to other members of the Enterprise Data Team

### Systems

- Plan and provide key input into retention and disposal programs and activities.
- Lead the review of the integrity of records and recommend their suitability for disclosure or disposal in accordance with legislation and administrative guidance

### Governance and Advisory

- Advise on the management of physical and digital records and related assets in accordance with relevant legislation, policies and standards in respect of capture, storage, retrieval, archiving and disposal requirements
- Provide subject matter expertise to the organisation's digital and physical asset management initiatives

- Coordinate and provide compliance monitoring and reporting in records management to relevant internal and external stakeholders
- Identify and monitor records management risks and develop strategies and plans to mitigate them as necessary

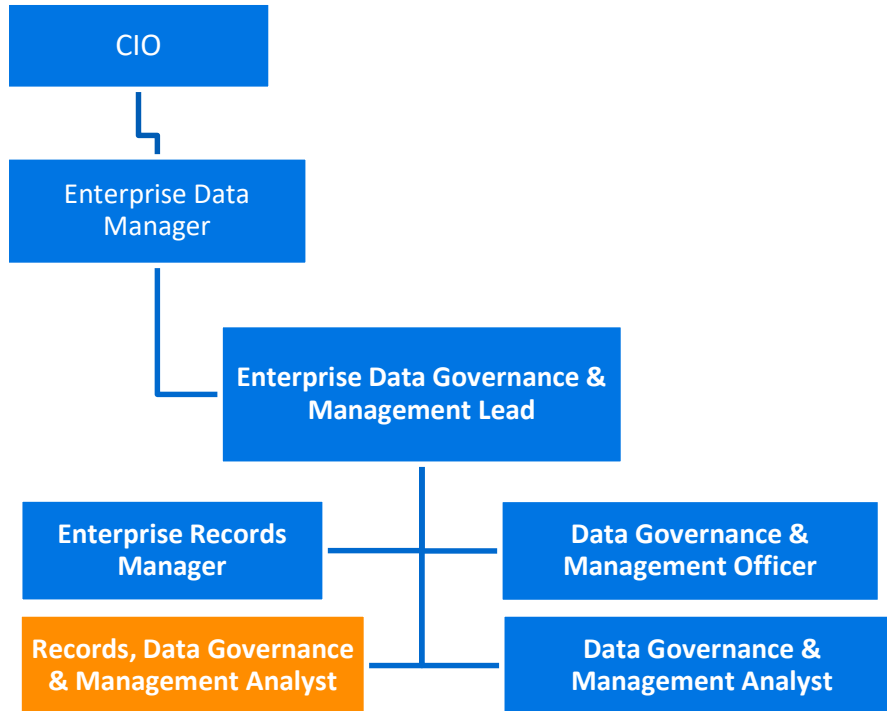
## **Knowledge, Skills & Experience**

The Enterprise Records Manager will have significant experience and extensive knowledge of records management and integration across an organisation, is flexible and committed to continuous improvement, results oriented, a team player with demonstrated leadership experience.

- Tertiary qualifications, preferably in information management or records management information, or equivalent
- A working knowledge of information and records management, including data governance, knowledge management and relevant legislation
- Experience in people leadership for small teams or projects
- Proven experience as a specialist in large government organisation/s with comprehensive understanding and implementation of PRO(V) Standards – experience working in a Victorian or other State, Territory or Federal Government agency would be well regarded
- Experience implementing and enhancing records management framework, policies, process and the technical implementation and management of records management applications
- Facilitating, communicating and educating internal stakeholders on best practices including managing change
- Experience in liaison and negotiation with internal and external customers and stakeholders
- Appraise business needs for the development and implementation of classification schemes and the retention and disposal of records
- An understanding of metadata requirements
- Support procurement or IT/business systems
- Facilitating audits and developing continuity or disaster recovery planning strategies.
- Advanced communication and customer service skills, including an ability to manage relationships across multiple levels in the organisation

## Dimensions

### Organisational Chart



### Number of people managed:

NA

### Size of budget managed:

NA

### Value of Assets managed:

The role is critical to the governance and management of a core corporate asset “data” that does not have a book value assigned to it.

### Ensuring a sustainable, resilient organisation:

Authorities outlined in [Instrument of Delegations](#) none

Compliance management responsibilities outlined in the [compliance and obligations register](#) yes  
- operational responsibilities

Security for Critical Infrastructure identified role: No