**Position Description**

**DATE: September 2024**

**ROLE: Archive and Information Management Officer**

**RESPONSIBLE TO: Leader HR WHS and Risk**

**ACCOUNTABLE TO: Leader HR WHS and Risk,**

**Executive Director of Schools**

**TEAM MEMBERSHIP: HR, Risk & WHS**

**PURPOSE OF THE ROLE**

The successful candidate will demonstrate significant skills in archiving, monitoring and managing information within the Catholic Education Diocese of Bathurst.

They will be responsible for accessioning, arranging, managing and disposing of records in accordance with industry best practice standards. This will also include the monitoring of quality of information, data and records for compliance with organisational policies, procedures, industry standards and legislative requirements.

This role will audit how information is created, stored, used, handled, shared and disposed.

**KEY AREAS OF ACCOUNTABILITY**

1. **Actively promotes the Vision and Mission of Catholic education in the Diocese by:**
2. Modelling the values inherent in Christ’s teaching
3. Supporting the Executive Director of Schools in their leadership of Catholic education as an instrument of evangelisation
4. Facilitating collaboration between the Executive Director and their Leadership Team in the leadership and management of the System of Schools, particularly in relation to the complementary roles of pastors, parents and teachers in the ministry of Catholic education
5. **Archive Function**
   1. Sourcing, collecting, preserving, cataloguing and administering physical and electronic materials
   2. Establish and maintain databases
   3. Develop protocols for electronic records and archive management
   4. Continuously monitoring the archive, identifying and reporting of information breaches in order to maintain the security and confidentiality of the information held
   5. Review and update relevant policies and procedures in accordance with legislative amendments
   6. Managing the life-cycle of records from active to inactive status, including secure disposal of the records in accordance with legislation, policies and procedures
   7. Develop strategic framework for short, medium and long term preservation of CEDB information holdings
   8. Demonstrated knowledge of key legislation.
6. **Information Management Function**
7. Oversee the quality and accuracy of information, data, and records, ensuring compliance with policies, procedures, standards, and legislation. Audit the creation, storage, usage, handling, sharing, and disposal of information to maintain effective management practices.
8. Assist in gathering evidence and ensure transparency, security, quality, and continuity of records and evidence throughout their lifecycle.
9. Develop, deliver, and maintain training resources for mandatory induction and continued education, providing ongoing support for all stakeholders, including school leadership and support staff.
10. Monitor metadata quality and generate statistical reports, analysing data when necessary to prepare high-quality audits and comprehensive reports.
11. Ensure complete and accurate documentation of business activities, including all decisions and actions taken during official operations, in line with legislative requirements.
12. Provide strategic advice and implement a best-practice information management strategy and framework, ensuring record-keeping responsibilities align with legislation, policies, and standards.
13. Transfer of information onto CEDB ECM
14. **Policy and Procedures:** 
    1. Assist in the compilation, update and review of the document management and retention/disposal policies and procedures for school administration staff and CEDB.
15. **Other Duties**
16. Undertake other duties as directed by the Head of HR, Risk & WHS.
17. Undertake travel as required

The Catholic Education Diocese of Bathurst may vary this Position Description, in response to the changing needs of the organisation

**SELECTION CRITERIA**

* Qualification in archives, librarianship or records management and /or equivalent combined relevant experience
* Excellent interpersonal and communication skills – both written and verbal with the ability to communicate with all levels of the organisation
* The ability to manage projects, coordinate activities, establish priorities and meet deadlines.
* Sound knowledge and experience in archival management and arrangement
* Strong IT skills and experience working with collections and management systems and data
* Demonstrate an understanding of risk management and disaster preparedness
* Ability to work independently as well as within a team environment and to meet deadlines
* Hold current valid driver’s licence and a willingness to undertake travel to schools as required
* A willingness to support the values and ethos of the Catholic tradition in the workplace
* Be eligible to hold a Working with Children Check