POSITION DESCRIPTION

Position Title: Manager, Records Management
Organisation Unit: Information Technology Services
Position Number: 1264330
Type of Employment: Full time, Continuing
Classification: Hew Level 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience—"the UQ Advantage"—is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniques.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Division of Information Technology Services (ITS) at The University of Queensland provides an information environment that supports the teaching, learning, research and engagement objectives of the University and contributes positively to the student experience and the University’s reputation, in line with our values of Service, Team, Accountability and Results. It delivers network, systems and IT infrastructure support to the University, and application development. Also located within ITS is the internationally recognised network security group, AusCERT, which provides Internet security services throughout Australia and New Zealand. ITS manages core networks not only for the whole of The University of Queensland but also works with other Queensland universities to manage access to the national university network (AARNet). ITS also operates research computing infrastructure and hosts many of the University’s largest servers.

For further information visit our website www.its.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The Manager, Records Management:

- oversee the management of the University’s corporate records
- promote understanding of record keeping principles and adherence to standards
- recognise existing (legacy) areas of risk and work proactively with the University to mitigate those risks
- Provide expert strategic, tactical and operational advice on Records Management that supports the University of Queensland
- oversee implementation and consistent improvements to usage of the Electronic Document and Records Management System (EDRMS) including:
  - oversee development of integrations that make the act of compliance easier for staff
  - oversee development of training materials
  - develop strategies that ensure good practices are embedded and maintained
- effectively transition the EDRMS application from on premise to IaaS or SaaS, including:
  - Identification of risk to UQ
  - clarification of regulatory obligations
  - updating the Record Keeping Framework as part of the overall Information Management Framework
Duties

Duties and responsibilities include, but are not limited to:

- act as a subject matter expert in the development of policies and practices that allow the university to meet legislative requirements and mitigate risk
- manage physical records created by areas of the university and arrange for appropriate storage either on-site or in approved 3rd party locations
- implementation of the recommendations from the Record keeping Improvement Project
- Responsible for system administration in HP Records Manager / HP Enterprise Content Manager as required, including process redesign and training for University of Queensland computerised records management system.
- Managing, co-ordinating and motivating a multidisciplinary records management team

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the University's Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Some positions may require the incumbents to work rotating shifts with appropriate allowances, or on a rotating roster not involving shift work as such. Some positions may require the incumbent to be available on-call outside of working hours, subject to payment of the prescribed allowance and overtime penalties if necessary. While staff will have a campus nominated as their principal campus, they may be required to work at any University Campus subject to the Travel and Transfer Policy (http://ppl.app.uq.edu.au/content/5.43.09-transfer-and-travel-between-university-locations).

Organisational Relationships

The position reports to the Manager, CRM & Records Management and may be required to direct other professional or technical staff on work relating to specific tasks or projects.
SELECTION CRITERIA

**Essential**

- Thorough knowledge of the relevant records management legislation including collection, classification, retention and disposal
- Demonstrated ability to positively influence senior managers resulting in improved record keeping practices
- Track record of constructively managing a team in a complex environment, and work collaboratively as a member of a team
- Practical experience in the development, use and administration of electronic record document management systems (ERDMS), to meet legislative obligations for record keeping
- Capable of stepping up to the role of System Administrator to cover absences.
- Established relationships with third party vendors capable of transitioning on premise applications to the cloud
- Effective interpersonal and communication skills which foster inclusive and consultative practice

**Desirable**

- Experience working in a Higher Education environment
- Experience in using HP TRIM, HP Records Manager, or HPE Content Manager

The University of Queensland values diversity and social inclusion.

Employment opportunities are not limited by race, ethnicity, religion, disability, age, sexuality, gender or other protected attributes. Applications are encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au