



NATIONAL ARCHIVES OF AUSTRALIA

## Position Description

|                             |   |
|-----------------------------|---|
| <b>Position number</b>      | 32119   |
| <b>APS Level</b>            | Executive Level 1   |
| <b>Branch &amp; Section</b> | Data and Digital Branch, Information Governance Section   |
| <b>Position title</b>       | Assistant Director, Information Governance  |
| <b>Job Role</b>             | Data / Information Management (160204)  |
| <b>Location</b>             | Canberra, Melbourne, Sydney, Brisbane, Hobart, Adelaide, Darwin, Perth  |
| <b>Status</b>               | Fulltime, Ongoing / Non-Ongoing   |
| <b>Security designation</b> | Baseline with ability to obtain NV 1 if required  |
| <b>Salary range</b>         | \$114,825 - \$123,583 + 15.4% superannuation  |
| <b>Contact Officer</b>      | David Swift, Chief Information and Data Governance Officer<br><a href="mailto:david.swift@naa.gov.au">david.swift@naa.gov.au</a> , (07) 3249 4245 |

### About the role

The Digital and Data branch supports the National Archives in meeting its vision and reaching its strategic goals through services, technology, infrastructure, software, security and governance of its information assets to secure and protect against cyber security threats. It is also responsible for assisting Australian Government agencies to fulfil the National Archives' data and information management requirements.

The Information Governance section is led by the National Archives' Chief Information and Data Governance Officer (CIDGO) who is responsible for the implementation of the framework governing the management of information and data assets across the organisation. The work involves establishing and implementing frameworks, policies, processes, and responsibilities within the National Archives in relation to creation, management and use of information and data assets to enable business areas to meet their regulatory, legal, risk and operational requirements. The goal of the Information Governance section is to continuously improve agency-wide information and data governance processes and foster a culture of accountable and business-focussed management of information and data assets.

Under broad direction the main duties of the role are to:

- Strategically contribute to the governance and management of the National Archives of Australia's information and data assets including identifying emerging risks, identifying areas for capacity building, and developing and implementing strategies.
- Lead the implementation of whole-of-government information and data related policies within the National Archives, with a focus on data capability uplift.
- Provide technical leadership and expertise to improve and maintain information and data governance systems and services to meet business needs.
- Lead and manage the technical team, providing expert advice and assistance to team members performing technical support for the Archives.
- Collaborate across teams to drive projects in the realisation of data capabilities such as metadata management, data integration, warehousing, and business intelligence.

- Strengthen the Archives reputation as an exemplar agency for information management and use the agency processes, systems and frameworks as an innovation testbed for Archives' whole-of-government products and services for agencies.
- Build and maintain effective, professional relationships with relevant internal and external stakeholders and clients.
- Apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2030](#) and [Our Values](#)

Qualifications (or demonstrated experience) in either information and data management, data governance, data analytics or other relevant disciplines are essential. Experience administering Open Text Content Manager is desirable.

## Who we are

**The National Archives of Australia (the National Archives)** provides leadership in the best practice management of the official record of the Commonwealth and ensures that Australian Government information of enduring significance is secured, preserved and available to government agencies, researchers and the community.

**Our vision:** The National Archives is committed to being a world-leading archive and strives to strengthen Australia's cultural identity and democracy by connecting people with the evidence of Australian Government activities and decisions.

The National Archives endeavour to meet the future needs of government and expectations of the Australian public in our rapidly changing digital environment. Underpinning the transformative strategies to enable, secure, connect and innovate is a drive for comprehensive digital capability and service delivery. National Archives is committed to:

- innovation
- collaboration
- inclusion

The National Archives is also committed to developing the capability and expertise of our staff, we offer a Studies Assistance Program that supports staff to achieve individual goals as well as increasing their capacity to help achieve the National Archives' strategic objectives. Our Health and Wellbeing Program encourages and supports a healthier workplace and healthy lifestyle choices for all employees.

## Are you eligible?

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline clearance level with the ability to obtain Negative Vetting 1 (NV1) clearance if required.

## How to apply

You need to apply through our [e-recruitment system](#).

Your application will need to include:

- the names and contact details of at least two referees, one of whom should be a current supervisor.
- your current resume (two pages maximum).
- statement (750 words maximum), describing how your skills, knowledge, and experience/qualifications would enable you to perform the duties of the role taking into

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account the [“Performance Expectations”](#) at the relevant classification and the National Archives’ Vision, Mission and Commitments as expressed in [Strategy 2030](#) and [Our Values](#).

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