

Position Description

Title	Records and Archiving Lead
Business unit	Quality & Performance
Location	130 Lonsdale Street, Melbourne
Employment type	Full Time, Ongoing
Reports to	Senior Manager – Safeguarding and Privacy

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

Reporting to the Senior Manager Safeguarding and Privacy, the Records and Archiving Lead will lead the streamlining of records management at Uniting through communicating and leading the Records and Information Management function. This will include supporting the continuing implementation of the Records Management Framework and managing the Records Management Roadmap Workplan, which is overseen by the Records Management Working Group.

The Records and Archiving Lead will implement the medium to long-term Roadmap Workplan designed to embed best practice records management and recordkeeping across Uniting, including supporting the possible eventual transition to a Victorian Electronic Records Strategy (VERS) compliant Electronic Document and Records Management System (EDRMS).

2. Scope

Budget: nil

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People: nil

3. Relationships

Internal

- Quality and Performance Division
- Mission and Equity Division, including the Heritage Team
- Senior Management Group (SMG)
- Senior Leadership Group (SLG)
- Service Delivery Staff
- Site Liaison and Site Management
- Support Services; ICT, Finance, Quality, Safety, People & Culture, Property and Facilities etc.

External

- Public Records Office Victoria
 - Tasmanian Archive and Heritage Office
 - Suppliers — EDRMS, records storage, document destruction, archival packaging, etc.
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4. Key responsibility areas

Coordinating the Records and Information Management function

- In collaboration with the Senior Manager Safeguarding and Privacy, lead the implementation of the Records Management framework and function across the business.
- Consult, collaborate and engage with diverse stakeholders across the business
- Lead the implementation of the Records Management Roadmap Workplan across the business.
- Continuous quality improvement and review of the Records and Information Management program to ensure it meets Uniting's business requirements and complies with relevant legislation, policy and standards.

Project Planning

- Lead the implementation of key milestones in the Records Management Roadmap, according to Uniting's Project Management and Change Management Frameworks
- Maintain the Roadmap Workplan including deliverables, milestones, timings, and define roles and responsibilities
- Ensure project frameworks, documentation and governance reports are prepared and maintained according to agreed timelines.
- Collaborate with relevant ICT resources to support the implementation process.
- Engage with site managers to gather stocktake of existing records
- Support data migration and cutover to operations in the new system

Policy and Procedure

- In collaboration with the Senior Manager Safeguarding and Privacy, and Privacy and Record Administrator, lead the implementation of an enterprise-wide Records Management Framework and strategy, including policies, plans, procedures and guidelines.
- Provide operational and expert technical advice to relevant Senior Leadership on Records and Information Management matters, including legislative/regulatory compliance requirements.

Functional

- Implement key milestones from the Records Management Roadmap Workplan to support best practice records management/recordkeeping across the organisation, including the transition to digital recordkeeping. As part of the workplan:
 - assess and describe record holdings,
 - in collaboration with the Senior Manager Safeguarding and Privacy to develop and

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- implement Retention and Disposal Authorities/Schedules,
- in collaboration with the Senior Manager Safeguarding and Privacy to plan and coordinate digitisation projects, and
- liaise with Records and Information Management contractors.
- Hands-on, practical support to assess and manage Uniting's diverse records collection across multiple sites (260+), programs (677+) and in varied conditions
- Lead the development of appropriate records management/recordkeeping training programs for staff.
- Coach, mentor and advise staff on Records and Information Management matters.

Stakeholder engagement and Building Relationships

- Build and maintain positive and productive relationships with internal and external stakeholders.
- Gain consensus and commitment from others to resolve issues and conflicts.
- Drive change and inspire others to embrace change.

Professionalism/Teamwork

- Foster collaboration and teamwork within the Quality and Performance teams and across the organisation.
- Promote and maintain a positive and collaborative work environment.

Communication

- Communicate effectively with a diverse range of internal and external stakeholders (interpersonal, verbally and in writing).

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organization

5. Performance indicators

- **Shapes strategic thinking** — Inspires a sense of purpose and direction;

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focuses strategically; harnesses information and opportunities

- **Exemplifies personal drive and integrity** — Demonstrates professionalism and probity; engages with risk and shows personal courage; and commits to action
- **Achieves results** — Builds organisational capability and responsiveness; marshals' professional expertise; steers and implements change and deals with uncertainty; and ensures closure and delivers on intended results
- **Communicates with influence** — Communicates clearly; listens, understands and adapts to the audience; and negotiates persuasively.

6. Person specification

Qualifications

Essential

- A degree or diploma in Records or Information Management and/or relevant experience.
- Driver's License to enable travel across multiple sites to assess and coordinate Uniting's diverse records collection

Experience

Essential

- Demonstrated knowledge and experience in the administration of manual and electronic record management systems.
- Demonstrated experience in stakeholder management, with the ability to influence and work collaboratively with a range of stakeholders including peers, employees, external organisations, funding bodies and government agencies.
- Demonstrated capacity to lead, manage and report on the performance of projects, programs, and strategic initiatives.
- Demonstrated high level communication, interpersonal, negotiation and relationship building skills.
- Demonstrated understanding of Public Records Office of Victoria

Preferred

- Experience in/exposure to transitioning an organisation to digital recordkeeping.
- Experience in managing records and information in the not-for-profit sector.
- Demonstrated experience in project planning and/or implementation
- Demonstrated experience in transitioning a records management system

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Leadership:** Proven ability to influence and negotiate to gain consensus and commitment from others to achieve outcomes and resolve issues and conflicts.
- **Project management:** Proven ability to lead and manage projects.
- **Change management:** Demonstrated ability to manage change effectively.
- **Analysis and Problem Solving:** High-level analytical and problem-solving skills. Proven ability to analyse, understand and interpret legislation, policy and standards for RIM and effectively apply the same.
- **Teamwork:** Ability to establish and maintain positive and productive working relationships, liaise effectively and work collaboratively with a range of internal and external stakeholders.
- **Communication:** Well-developed interpersonal, verbal and written communication skills, including the ability to prepare and deliver accurate, coherent advice on issues of a complex, critical and/or sensitive nature.
- **Develops capability:** Understands the need for professional learning of self and others; undertakes regular professional development to build skills.
- **Adaptability:** Adaptive to and embraces new ideas and technologies.

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7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: