

INFORMATION AND RECORDS MANAGEMENT PROJECT MANAGER QUALITY AND OUTCOMES

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower. We offer a comprehensive network of services and seek to ensure the provision of high quality services that will bring about significant improvements in the lives of our clients.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	Information Management and Records Project Manager
Program	Quality and Outcomes
Classification	Attractive salary package will be negotiated with the successful applicant
Hours	Full Time
Hours per week	38
Duration	Ongoing /Permanent
Location	Collingwood – travel required across Melbourne and regional areas
Reporting Relationship	This position reports directly Director Quality and Outcomes
Effective date	August 2021

The Position

The Information Management and Records Project Manager will be responsible for, the development, improvement and administration of our organizational information and systems, including records and data. The role will develop and implement policies and procedures for the collection, classification, storage, archiving and disposal of AV information, records and data (both paper based and electronic) in accordance with relevant legislation.

This role will also be responsible for developing, implementing systems and documenting processes to manage AVs document management system to ensure that the system is user friendly has appropriate governance and is regularly reviewed to maintain currency and implementation of legislative or service requirement changes as they arise.

This function will drive continuous improvement in relation to systems and processes around data collection, integrity governance and use. It will also drive service improvement and efficiency through strong data reporting on performance and impact

This leadership role will build on the existing good work of AV, actively monitor and review AVs compliance with policies and procedures adopted through regular auditing and tracking. The position will work independently but establish strong partnerships with a wide range of stakeholders across AV including – Information Technology, Performance and Analytics, Heritage and Redress, Client and Corporate Services and Regional Management.

Position Objectives

1.	Lead, with senior management, the development and implementation of policies and procedures across all AV functions for the collection, classification, storage, archiving and disposal of AV information, records and data (both paper based and digital). This will include establishment of systems and process to manage AV's document management system.
2.	Monitor and prepare reports re the established systems and processes through regular auditing and the establishment of reporting mechanism to AV's executive group to ensure AV compliance with "best practice" in information management and all applicable legislation.
3.	Collaborate with the Manager Heritage Services and Redress to review and refresh AV's approach to the management of historical records to enable efficient recording, archiving and retrieval.
4.	Establish in collaboration with relevant programs across AV data classification and security controls to enable adequate security over data and sharing whilst maintaining user friendly systems
5.	Establish and maintain collaborative partnerships with all key areas in AV ensuring a high degree of credibility in the delivery of internal products and integration to create efficiency and reliable, user friendly data sets.

Key Responsibilities


The key responsibilities are as follows but are not limited to:

1.	Conduct a comprehensive initial audit and report of AVs information and data to determine the scope and recommendations of work for this system improvement – developing policies, procedures, system enhancements, data security requirements.
2.	Establish a program of works including all relevant project documentation and governance arrangements to ensure a well-defined project management approach and timetable of activity to guide the development and implementation of information and data management processes.
3.	Establish collaborative partnerships with relevant key stakeholders of AV to embed a strong information management culture and establish a robust change management process.
4.	Establish a reporting regime that informs all relevant stakeholders about progress, compliance and any other relevant metrics for information management (including breaches or areas for improvement).
5.	Assist and support AVs strategic directions through the monitoring of data integrity and develop methodology with Information Technical and Performance and Analytics to address data integrity issues and remediation. This is critical to support the development of the AV Outcomes Framework, performance reporting and continuous improvement.
6.	Establish a robust and well documented approach to the AV document management systems that outlines roles and responsibilities and clear accountabilities. This should include governance processes for policy development, endorsement, publication and administration.
7.	Positively contribute to the Quality and Outcomes team performance and objectives through strong teamwork, collaboration and consultation.

Key Selection Criteria

Applicants are required to provide a written response to the criteria below, no more than 3 pages in total.

Role specific requirements

 <p>Role Specific</p>	1. Tertiary qualifications, preferably in information management, records management, public policy with substantial experience in information and records management.
	2. Knowledge of cross functional elements of information governance such as information management, data governance, security, knowledge management, business records, privacy, information sharing provisions, risk compliance and relevant legislation
	3. Experience in establishing and managing relationships across an organisation such as AV including senior executives/management through to front line staff including demonstrated experience in co-design for complex projects.
	4. Well-developed interpersonal and communication skills. Demonstrated ability to establish and build rapport with the team and a range of people from diverse backgrounds. Capacity to promote organizational activities through public speaking and promotional materials.
	5. Demonstrated knowledge and experience in project management to ensure projects are well planned, appropriate consultation is achieved, deliverables are on time and of a high quality and meet the objectives of AV.
	6. Demonstrated highly developed written skills including the capacity to address the needs of various audiences and to create user friendly and meaningful reports based on the assessment of the priorities and needs of the stakeholders.
	7. High level of IT competency particularly Microsoft Office programs.

Occupational Health & Safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

Cultural Safety in the Workplace

Anglicare Victoria recognizes the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Diversity and inclusivity are important to Anglicare Victoria and we are committed to ensuring our workplace and services reflect this. Everyone is welcome at Anglicare Victoria, regardless of age, ethnicity, cultural background, gender, sexual orientation, religious affiliation and physical ability.

Conditions of Employment

- An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's Licence and an Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
