

Office of the Chief Information Officer

Information Asset Specialist – Information Management – Statement of Duties

Objective

The primary aim of this position is to identify and engage with information asset owners in order to collect the key details of their assets and compile them into the Department's Information Asset Register.

Duties

- Assist the Manager Information and Records Services with defining, developing and delivering the Information Asset Register.
- Identify and engage with key stake holders to identify information assets and elicit detailed information about them.
- Document and compile results of interviews, investigations and analysis into the Department's Information Assets Register.
- Support the Department's implementation of the information security elements of the Tasmanian Government's Protect Security Policy Framework (TAS-PSPF).
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Level of responsibility

- The Information Asset Specialist – Information Management is expected to be self-managing in their day-to-day operations and to use initiative in establishing priorities. The occupant is also responsible for meeting deadlines and adjusting priorities accordingly for the effective and efficient delivery of the required tasks in accordance with departmental objectives within allocated resources and agreed timeframes.
- Responsible for ensuring the application of appropriate policies, standards and practices for information management in a complex a technical operational environment.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.

- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

Direction and supervision received

- The position works with minimal supervision and with only broad direction from the Manager Information and Records Services.

Selection criteria

1. Highly developed conceptual and analytical skills, specifically around information structures and use particularly the information analysis required to develop an information asset register.
2. Demonstrated knowledge of complex information environments, in particular within government settings, and the ability to identify relationships between information assets.
3. High level interpersonal, negotiation and communication skills, particularly in the context of investigations, information gathering and reporting.
4. Demonstrated capacity to organise, plan and undertake analysis and investigations including the documentation of findings.
5. Proven self-management skills including a demonstrated capacity to work to strict deadlines, flexibility, problem solving and excellent organisation skills.
6. Demonstrated ability to work either independently or as a member of a team to deliver a high standard of output.

Essential requirements

- Nil

Desirable requirements

- Relevant tertiary qualifications or a minimum of 3 years equivalent industry experience.
- Experience within a Government information management environment.

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
 - Arson and fire setting
 - Violent crimes and crimes against the person

- Sex-related offences
 - Drug and alcohol related offences
 - Crimes involving dishonesty
 - Crimes involving deception
 - Making false declarations
 - Malicious damage and destruction to property
 - Serious traffic offences
 - Crimes against public order or relating to the Administration of Law and Justice
 - Crimes against Executive or the Legislative Power
 - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
 3. Identification check.

Position Summary

Title	Information Asset Specialist – Information Management
Number	357858
Award	Tasmanian State Service Award
Classification	General Stream Band 6
Output Group	Corporate Strategy and Policy
Full Time Equivalent	1.0
Division	Office of the CIO
Branch	Record Services
Supervisor	Manager Record Services
Direct Reports	Nil
Location	Hobart
Position category and funding	A070 Fixed term
Content Manager Record Number	DOC/24/120900