ECM System Administrator

Division	Finance and Corporate Services	Department	Information and Communications Technology
Reports To	Records & Knowledge Management Coordinator	Direct Reports	No

Position Purpose

The purpose of this role is to provide support for the delivery of information and knowledge management services primarily through the use of Council's Enterprise Content Management System (ECM).

Key Responsibilities and Outcomes

Operational

- Deliver ECM system administration by providing advice, innovation and problem solving for management.

- Ensure compliance with all legislation, approved standards, policies and procedures relating to the organisation's records management obligations.

- Act as a referral base and information point for staff in relation to Records and Knowledge Management issues.

- Provide advice to the organisation regarding records retention and disposal requirements pursuant to the Queensland State Archives Records Governance Policy.

- Develop and deliver eLearning material and records management training.

- Undertake system testing and technical analysis of system changes.

- Undertake a range of project activities in support of the work delivered by the department.

Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member you will take individual accountability for demonstrating the values, expectations and behaviours.

Decision Making

Budget - NA

Delegations - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

Knowledge & Experience

- Proficiency with Microsoft Office suite of desktop and online programs including administration of an ECM or similar system and the ability to develop proficiency with Council's corporate systems.

- Sound knowledge and experience with delivering ECM system administration and advice.

- Demonstrated ability to design and develop training material, with ability to deliver training to all levels of organisational staff.

- Demonstrated ability to diagnose technical and process issues related system administration.

- Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

Qualifications

- Cert IV or Graduate Diploma in recordkeeping or other equivalent relevant experience.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks.   Leaders may direct team members to perform other duties at their discretion.