## Position Description

**Position Title**  
Principal Records Manager

**Job Ad Reference**  
TQCO02/15

**Portfolio**  
TAFE Information Services Group
TAFE Queensland Corporate Office

**Closing Date**  
13/3/2015

**Location**  
Brisbane

**JEMS No.**  
3729 (10/2014)

**TRIM No.**  
14/350766

**Classification**  
AO7, Queensland Public Service Award – State 2012

**Salary**  
$95,789 - $102,716 per annum

- Plus superannuation contributions of up to 12.75% of your annual salary

**Employment Status**  
Temporary Full-time until 30 June 2015 with the possibility of extension

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**About TAFE Queensland**

TAFE Queensland is the largest and most experienced provider of further education and training in Queensland offering practical, industry-relevant training to over 165,000 students annually, across more than 500 program areas.

On 1 July 2013, TAFE Queensland was established as an independent statutory body under the *TAFE Queensland Act 2013*.

The TAFE Queensland network comprises a Head Office in Brisbane and six regions delivering training from Thursday Island to the Gold Coast, from Bundaberg to Roma and across the South-east corner of Queensland. The TAFE Queensland regions are:

- TAFE Queensland Brisbane
- TAFE Queensland SkillsTech
- TAFE Queensland Gold Coast
- TAFE Queensland East Coast
- TAFE Queensland South West
- TAFE Queensland North

TAFE Queensland is an organisation that puts our customers – students, employers, communities – at the centre of everything we do.

As an employee of TAFE Queensland, you will be part of the state’s leading provider of further education and training committed to quality teaching, a safe working environment and delivering real outcomes for our students.

For more information about TAFE Queensland visit [www.tafegld.edu.au](http://www.tafegld.edu.au)

**Your Opportunity**

As the Principal Records Manager, you will be a key member of a highly motivated Information Services Group. You will be responsible for:

- leading, planning and managing the records management program across TAFE Queensland for all records, regardless of medium or format.
- providing technical expertise on agency-wide electronic and non-electronic records management issues and advising senior program managers, Chief Information Officer (CIO) and Chief Executive Officer (CEO) on adequacy of documentation and creation and management of agency records. The role is responsible for keeping senior management informed on current and projected operational requirements, issues, and legislative and regulatory matters.
matters as well as facilitating communications in matters relating to records/information assets and the
management of risks to those assets.

The position reports to the Manager, Information Services.

Key Responsibilities

- Lead the transformation of TAFE Queensland records management processes by designing and implementing an
  approved records management program of work to build recordkeeping maturity across the business and ensure
  the integrity of TAFE Queensland records. This program of work is to be informed by regular assessments of
  current recordkeeping and archiving practices across the business.
- Design and implement an educational program, incorporating blended modes of delivery, to ensure all personnel
  are knowledgeable and kept current about records management principles and requirements and are able to
  consistently and effectively use the business eDRMS and associated products.
- Ensure all artefacts associated with the records management strategy such as the Business Classification Scheme,
  Retention and Disposal schedules, guidelines and training products remain current and relevant to the business.
- Identify and implement business process improvements to increase efficiency and productivity enabled by TAFE
  Queensland’s eDRMS.
- Provide strategic and expert advice on eDRMS, records and information management options and compliance
  requirements and participate in planning processes for all major information systems to ensure that records
  management functionality appropriate to the records/information assets they support is included in the system
  design.
- Coordinate and advise on whole of TAFE Queensland operational tasks including, but not limited to, retention and
  disposal activities to ensure the safe storage and archiving of records to meet legislative and accountability
  requirements and business needs.
- Continuously promote new ways of improving efficiency by reducing cost and enhancing outcomes.
- Provide leadership on individual and team performance and future goals.
- Manage communication and actively engage with industry, business and the community.

Success Factors for the Role

1. Encourages creativity, innovation and entrepreneurship with the initiative, attitude and ability to thrive within a
dynamic, challenging and changing environment.
2. Achieves results and possesses proven in-depth knowledge and extensive experience in records and information
management, global trends and existing and emerging standards to lead TAFE Queensland’s records
management practice.
3. Strong business analysis, project and business process experience skills with previous experience working on
eDRMS implementations, particularly TRIM, and the ability to engage with a wide range of stakeholders, customers
and vendors.
4. Cultivates productive working relationships by building relationships with a network of key people internally and
externally, consulting and sharing information and ensuring others are kept informed of issues, working
collaboratively and making time for people, offering full support when required.
5. Confidently presents messages in a clear, concise and articulate manner, contributing own expertise and taking
personal responsibility to achieve outcomes, and ensures closure and delivery of intended results.

Qualifications / Requirements

Highly desirable requirements:
- Extensive experience in the field of records management and or experience in Queensland public sector records
management including knowledge of relevant legislation/policy governing records management.
- Experience with HP TRIM/Records Manager or other enterprise eDRMS.
- Formal tertiary qualifications or further education in the field of records management.
- Certificate IV in Training and Assessment or an approved equivalent.
- Membership of (or be eligible for) the Records and Information Management Professionals Australasia (RIMPA).
How to Apply

To apply for this role, please provide the following:

- A current resume/curriculum vitae (CV) including contact details for two referees (one of whom is your current supervisor).
- A maximum two page covering letter outlining your knowledge, skills and ability to fulfil the responsibilities of the role.

Email your application to peopleintafe@dete.qld.gov.au

For further information, please contact:

Narelle Morris
Manager, Information Services
(07) 3634 1714

Additional Information

- You may be required to travel and work across TAFE Queensland regions.
- Travel and overnight absences from base may be required of this position.
- It would be highly desirable for the incumbent to possess a current driver's licence.
- A criminal history check will be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation.
- Additional information is available online at: http://tafeqld.edu.au/about-us/working-for-tafe/