INNER WEST COUNCIL

POSITION DESCRIPTION

Position Title	**Information Management Systems Analyst**	
Division	ICT	
Group	Business Information Services	
Responsible to	Information Management Systems Coordinator	
Position Supervises	**Direct:** nil **Indirect:** nil	
Position No.	IW0192 | IW0512	
Status	Permanent Full Time	
Hours	Based on a 35 hour week	
Salary Point	32 to 39	
Salary	$69,244 - $77,622 p.a.	**Band/Level :** Band 2 Level 2
Pre-employment Checks	N/A	
Date reviewed: September 2019	**Reviewed by:** Group Manager ICT	

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

Customer Service Centres

Ashfield | P (02) 9716 1800 | E info@ashfield.nsw.gov.au | 260 Liverpool Road Ashfield NSW 2131
Leichhardt | P (02) 9367 9222 | E leichhardt@lmc.nsw.gov.au | 7-15 Wetherill Street Leichhardt NSW 2040
Petersham | P (02) 9335 2222 | E council@marrickville.nsw.gov.au | 2-14 Fisher Street Petersham NSW 2049

POSITION PURPOSE

Support business units throughout Council to
- leverage business information management techniques and tools to help them maximize their productivity and benefits for their customers, as well as meet their statutory obligations
- seamlessly integrate information management within their production processes

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria:

1. Relevant tertiary education equal to or greater than a Certificate III in Business or information related discipline and relevant on the job experience

2. Knowledge of better practice resources and the statutory frameworks governing document and records management and information management more broadly

3. Practical understanding of relational database management concepts

4. Demonstrated understanding of metadata management principles and their application

5. Understanding of name and address management control standards including addressing standards issued by the NSW Geographical Names Board

6. Demonstrated abilities in design and modification of workflow management scripts

7. Business analysis skills that include strong analytical, problem solving and systems thinking skills

8. Solid collaboration, customer engagement and change management skills

9. Experience with development of functional specifications

10. Experience with software implementation

11. Skills in facilitating structured and unstructured learning opportunities associated with change management

12. Good document writing skills backed by experience in developing / maintaining effective policy and procedure documents

13. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, and ethical practice

Desirable Criteria:

1. Current Australian driver licence – Class C or above

2. Experience with integrated suites of corporate business system software applications used by local government authorities

3. Understanding of scripting tools such as HTML, Java or Python

4. Experience with continuous improvement methodologies and quality management in both process and project management disciplines

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

1. Provide expert advice on information management systems design and integration

2. Facilitate the adoption / maintenance of universal standards for functional classification / description of business information across various collections of information managed within Council

3. Promote consistent data entry practices for business information systems and various business production processes that they support throughout Council

4. Facilitate compliance with relevant industry standards for organizing and describing business information e.g. NSW Geographical Names Board standards for addressing; AS4590-2006 Interchange of client information; thesauri issued by NSW State Records and Archives Authority

5. Work closely with key Business Information Services officers and other key stakeholders on ensuring coherence and consistency in management of digital and digitally preserved analogue collections of business information as well as the metadata sets for these

6. Work with business owners, managers and operatives to effectively integrate business information management within core production processes of Council

7. Actively identify new / changed business information management requirements to support business units throughout Council

8. Conduct gap analyses of corporate information / data sets and work with colleagues on designing and implementing strategies to address them

9. Develop business requirements documents and work closely with key stakeholders on translating these into tools such as technical specifications, workflow designs and test cases

10. Generate routine and ad hoc management information system reports related the work of the Information Management Systems section of Business Information Services

11. Support the implementation of standardized information management policies, systems and products

12. Provide web publishing support for Governance Group specific content – both intranet and public website of Council

KEY RELATIONSHIPS:

Internal:

- Information & Communications Technology specialists

- Business improvement specialists throughout Council

- Business process managers and operatives for processes across Council that are highly dependent on information collection, management and retrieval

- All staff in the wider organisation who manage or rely on information management as a mainstay of their work responsibilities

External:

- Business system software application vendors used by Council (including those supporting applications specifically designed to support document and records management and those supporting applications that hold other records that must also be managed in accordance with provisions of the *NSW State Records Act 1998*)

- State Archives and Records Authority (NSW)

- Information and Privacy Commission (NSW)

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT
SUPERVISORS / TEAM LEADERS / GANGERS

LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
• Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements.	• Evidence of promotion of, and conformance with, Council policies and procedures
• Ensuring regular monitoring of Health and Safety performance in the area of their responsibility.	• Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. • Analysis of accident/incident trends • Regular team meetings • Use of the hazard reporting process
• Commitment to WH&S	• Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
• Undertaking accident/incident investigations	• Evidence of documented and signed accident investigation forms
• Liaising with Health and Safety representatives in relation to workplace Health and Safety issues.	• Regular meetings with WH&S rep
• Improving health and safety performance	• Initiating action based on audit, inspection results and feedback from staff
• Undertaking regular inspections to assist in the identification of hazards	• Development of a schedule of inspections • Completed inspections
• Attending health and safety meetings	• Evidence of signed/ documented minutes
• Providing new employees with Health and Safety induction training and specific job training where required	• Employee inductions complete. • Evaluation of induction by employees
• Facilitating rehabilitation for injured employees	• Evidence of signed return to work programs • Selected duties register
• Ensuring employee awareness of Health and Safety management systems and specific workplace hazards	• Regular documented meetings with staff

	• Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
• Providing a clear definition, in writing, of all work procedures	• All work instructions are documented and provided to staff with explanation
• Developing health and safety procedures	• Development of specific procedures where required
• Knowledge of WHS and related legislation	• Attendance at training sessions

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Applicant Declaration

I, ... have read and understood the position description for the
Information Management Systems Analyst as detailed in this document.

Signature: .... Date: /   /