POSITION DESCRIPTION

POSITION TITLE	**Records and Information Management Officer** (0.6 - 1.0 FTE)	
REPORTS TO	**Information Systems Manager**	
MAIN PEOPLE INTERACTIONS	**INTERNAL** Information Systems Manager Compliance and Special Business Projects Officer Manager, Learning Technologies & STEM All internal staff	**EXTERNAL** Third party providers AISWA Website Developer
POSITION PURPOSE	Analysis and documentation to support AISWA IT policies and procedures for systems and secure data management	
PURPOSE, VALUES, AND STATEMENT OF INTENT	**PURPOSE** Supporting and serving our Independent Schools and their communities to be the best they can be by providing secure and efficient internal systems and procedures. **VALUES** • Service • Stewardship • Equity **STATEMENT OF INTENT** The provision of professional services and advice to promote excellence in Independent Schools, through: • Effective representation and advocacy for the Independent School sector • Promoting the independence of schools and protecting their autonomy in ways that contribute to the diversity of educational options for students • Maintaining strong relationships with the other education sectors and other education stakeholder • Supporting schools in their mission through fostering sound leadership and good governance; and • Building partnerships between schools.	
EXPECTED BEHAVIOURS AND ATTITUDES	1. Actively support AISWA's Purpose and Statement of Intent 2. Comply with AISWA's values 3. Comply with all Policies, Procedures and Codes 4. Comply with all Health and Safety laws and AISWA procedures and actively contribute to maintaining a safe, healthy and hazard-free environment; and 5. Demonstrate: ● energy, enthusiasm and drive ● self-awareness and consideration, respect for self and others ● honesty and an ability to maintain confidentiality, especially relating to the privacy and security of data ● an outstanding work ethic and a positive and proactive attitude ● loyalty to the role, people and AISWA ● commitment to continuous improvement, particularly maintaining knowledge of current and emerging technologies, trends and threats.	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
Analysis and documentation for IT policies and procedures	Records, data management and policy • Contribute to organisational policy and procedures for data management – co-develop a **Data Storage Policy** (with the Business team) • Co-create and maintain a **Data Assets Register** • Manage the dataflow in organisational processes • Manage data archives according to the **Archives Management Policy** • Co-create a **Records and Retention Schedule** Risk management, security, compliance, documentation • Maintain the **IT Risk Register** and **Incidents Register** design/undertake/supervise **Vendor Security Assessments** • Co-develop and schedule a **Vulnerability Management Programme** • Digitise paper-based forms; populate the **Data Mapping Inventory** • Scope data-related behaviours/requirements of internal users and develop a **Staff Communications Policy** for sharing and storing data • Engage with external providers-regarding issues that may impact data flows • Maintain change-management and attack logs Internal AISWA user engagement • Under direction, provide timely advice to staff re: changes/upgrades to security and adherence to IT-related policies. • Provide advice on special AISWA projects that require specific IT system/data integration • Assist the IT team to develop and deliver regular workshops to upskill internal users in robust data security and risk management practices Planning and advice • Understanding staff requirements and advising staff with preparing a workflow, or modelling, for technical aspects of new IT projects. • Evaluate current user needs and system functionality; ensure data management is compliant with organisation responsibilities • Review and streamline internal processes as needed.
Stakeholder liaison	• Liaise regularly with the AISWA Information Systems Manager and other members of the AISWA IT team • Liaise on policy creation with the AISWA Business and Compliance team • Liaise with other AISWA staff internally, as determined by projects • Liaise with external users and providers, as determined by projects

QUALIFICATIONS, SKILLS, AND EXPERIENCE	
Essential Qualifications	• Diploma of Business (Records and Information Management), *OR* • Undergraduate degree in Information Management • Current Working With Children check • Current National Police Clearance
Skills and Experience	• 2-3 years' experience in systems analysis and/or management. • Ability to work collaboratively and independently • Ability to manage time and multi-task. • Ability to follow defined procedures and adhere to required timelines. • Attention to detail and the ability to maintain accurate documentation and work records. • Ability to research, interpret, and problem solve • Familiarity with Information Systems and Information Security • Well versed in flow chart applications like Microsoft Visio. • Well versed in Microsoft Office Suite • Basic understanding of PRINCE2 or other Project management methods. • Excellent communication skills. The ability to efficiently and effectively interface with users in person, via email, online and phone.

Employment Information Collection Notice

1. In applying for this position, you will be providing AISWA with personal information. We can be contacted at PO Box 1817, Osborne Park DC WA 6916 or at 3/41 Walters Drive OSBORNE PARK WA 6017, by email at admin@ais.wa.edu.au or by phoning (08) 9441 1600.

2. If you provide us with personal information, for example, your legal name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file for a period of up to 60 days if your application is unsuccessful in case another position becomes available unless you advise us otherwise.

3. AISWA's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles (APP) or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. The AISWA Privacy Policy can be viewed via: http://www.ais.wa.edu.au/scripts/privacy.cfm

4. We will not disclose this information to a third party without your written consent.

5. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.

6. AISWA may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

7. If you provide us with the personal information of others, such as your Referees, we encourage you to inform them that you are disclosing that information to AISWA and why, that they can access that information if they wish, and that AISWA does not usually disclose the information to third parties.