



## CLUTHA DISTRICT COUNCIL

# Information Management Officer

**Are you ready to start your career in information management?  
Join the Clutha District Council's ICT team, where you'll play a key  
role in organising and managing our records while growing your  
skills in a supportive environment!**

### **About Us:**

At Clutha District Council, we are committed to empowering our community to thrive while preserving our spaces for future generations. We believe in creating a workplace where everyone feels valued, supported, and confident in their roles.

### **About the Clutha District:**

The Clutha District, spanning over 6,700 square kilometers in the lower South Island, offers breathtaking scenery from coast to mountains. Enjoy a relaxed lifestyle, affordable housing, and a friendly community, fostering an ideal work-life balance. Conveniently located near Central Otago and Dunedin, with its international airport and university, and bordered by the stunning Catlins, renowned for its waterfalls, wildlife, rainforest, and surf-worthy beaches.

### **Role Overview:**

As an Information Management Officer, you'll assist in managing the Council's records and information, providing essential support for our Electronic Document and Records Management System (EDRMS), and training staff to ensure smooth adoption and usage of information management tools.

### **Key Requirements:**

- A willingness and commitment to continuous learning and professional development.
- A high level of digital skills and experience working with technology toward better outcomes.
- Excellent oral and written communication skills
- A friendly, helpful attitude with an open mindset.
- Ability to work alone and as part of a team.

### **Why Join Us?**

- Opportunity to make a meaningful impact in your community.
- Supportive and inclusive work environment.
- Great work-life balance.
- Ongoing professional development and training opportunities.

**If this role sounds like what you're looking for, we'd love to hear from you!**

*We will be assessing applications as they are received, so apply now!*



## CLUTHA DISTRICT COUNCIL

<b>For confidential enquiries</b>	Please contact Jane Soper, Information Management Team Lead ( <a href="mailto:jane.soper@cluthadc.govt.nz">jane.soper@cluthadc.govt.nz</a> ) or phone 03 262 2909
<b>Vacancy closes</b>	30 <sup>th</sup> October 2024
<b>Package</b>	Salary range \$55,924-\$65,793 per annum gross, dependent on relevant experience, skills and qualifications <b>plus</b> relocation
<b>To apply</b>	<p>Go to <a href="https://cluthadc.recruitment.co.nz/">https://cluthadc.recruitment.co.nz/</a> where you can complete an application form and upload your CV and covering letter. Or you can send a hardcopy to: Vacancy, Clutha District Council, PO Box 25, Balclutha 9240</p> <p>Please go to <a href="http://www.cluthadc.govt.nz">www.cluthadc.govt.nz</a> for information about the Clutha District and this council.</p>
<b>Privacy Act Provisions</b>	The information you provide on your application for employment will be collected and held by the Clutha District Council. This is collected for the purpose of assessing your suitability for employment by the Clutha District Council, which may include subsequent changes in employment with the Council, and to meet Council's information requirements as a potential employer. You have a right of access to personal information held by the Council and may seek correction of such information to ensure accuracy.
<b>Vacancy Process</b>	<ul style="list-style-type: none"><li>• All applications will be acknowledged to the email address provided in your application.</li><li>• After the closing date, relevant staff will shortlist the applicants for the interview process.</li><li>• We really like to read your cover letter - an incomplete application is less likely to lead to success.</li><li>• Those applicants selected for interview will be contacted by us to arrange a date/time.</li><li>• If you are selected for an interview, be prepared to sign police vetting form authorizing the Clutha District Council to seek a police report on you.</li><li>• We will notify unsuccessful applicants at an appropriate stage of the recruitment process. We are not obliged to provide a reason why you were not successful with your application.</li><li>• <b>All applicants <u>must</u> currently be legally entitled to work in New Zealand.</b></li></ul>

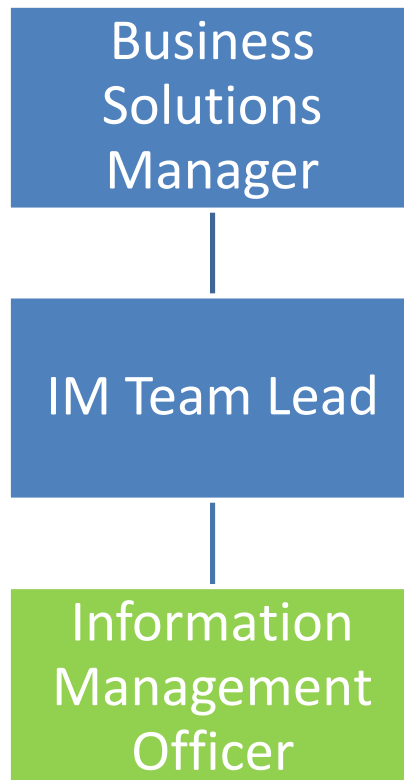


## CLUTHA DISTRICT COUNCIL

### Job Description

Job Title	<b>Information Management Officer</b>
Date	August 2024
M Files	915790
Department	ICT team
Location	Based at the offices of the Clutha District Council, 1 Rosebank Terrace, Balclutha with possible occasional work at other Council premises and activities within and around the Clutha District
Employment Period	Permanent
Hours of Work	Full Time (minimum of 37.5 hours a week)
Responsible to	Information Management Team Lead
Responsible for	No staff report to this position
Job Summary and Purpose	Responsible to assist the Information Management Team Lead to manage the Council's records and information management daily activities. Administration of EDRMS system and training staff in the usage of it.

#### ORGANISATIONAL CONTEXT





## KEY RESULT AREAS

- Responsible for running the daily Records and Information management activities.
- Administration of the organisation's Electronic Document Records Management System (EDRMS) M-Files, and the information it holds.
- Training and support end user adoption and usage of the systems and IM tools provided.
- Guide and advise Council on related Acts, Standards and Policies in the IM area.

Job Holder Is Accountable For	Performance Standard
KEY RESULT AREA – RESPONSIBLE FOR RUNNING THE DAILY RECORDS AND INFORMATION MANAGEMENT ACTIVITIES	MEASURES
<ul style="list-style-type: none"> <li>• Ensure that corporate policies, procedures and processes are adhered to, with regard to corporate records activities.</li> </ul>	Maintain a high-quality level of operational activities and tasks.
<ul style="list-style-type: none"> <li>• Manage and protect Council Records</li> </ul>	New staff are informed of the management policy and the functions of the Information Management role (in conjunction with Enterprise Content Management Training).
<ul style="list-style-type: none"> <li>• Understanding and applying CDC's classification structure, abiding by the underlying requirements of Local Government Official Information and Meetings Act (LGOIMA), Public Records Act and other applicable legislation.</li> </ul>	Maintain a high-quality level of digital and paper records.
<ul style="list-style-type: none"> <li>• Manage, train support part time Information Management assistants.</li> </ul>	Ensure a high-quality level of work is performed by the Information Management assistants.
<ul style="list-style-type: none"> <li>• Processing of official information and other customer requests.</li> </ul>	Adhere to legislative time frames and support teams collecting information.
<ul style="list-style-type: none"> <li>• Maintain and support relevant Records equipment to a high operational functionality.</li> </ul>	Equipment is always functioning to support the organization i.e. photocopiers.
<ul style="list-style-type: none"> <li>• Facilitate and support special Records and IM project needs i.e., meeting minutes and agenda publications and distribution.</li> </ul>	Deliver on time and a product that is of high-quality.
<ul style="list-style-type: none"> <li>• Process, record, scan and distribute all incoming and in-house correspondence for Council (both physical and electronic)</li> </ul>	Maintain a high-quality level of operational activities and tasks in a timely manner.
<ul style="list-style-type: none"> <li>• Apply / adhere to relevant legislation / standards in regard to Retention and Disposal (R &amp; D) of all Council information</li> </ul>	Adhere to Public Records Act 2005 and Archives NZ Information and Records Management Standard 2014 legislative requirement
<ul style="list-style-type: none"> <li>• Ensure electronic files meet quality assurance standards for internal and external customer viewing</li> </ul>	Maintain a high-quality level of standard.
<ul style="list-style-type: none"> <li>• Upon request – research, locate, prepare and release information for use / viewing for internal and external customers, ensuring requirements are met in regard to our security policy, confidentiality and other applicable legislation such as the Official Information Act. and ensuring information is always protected.</li> </ul>	Maintain a high-quality level of operational activities and tasks in a timely manner.



## CLUTHA DISTRICT COUNCIL

Job Holder Is Accountable For	Performance Standard
<b>KEY RESULT AREA – ADMINISTRATION OF THE ORGANISATION'S ELECTRONIC DOCUMENT RECORDS MANAGEMENT SYSTEM (EDRMS) SYSTEM AND THE INFORMATION IT HOLDS</b>	<b>MEASURES</b>
<ul style="list-style-type: none"> <li>Assisting in the development and maintenance of the Council's EDRMS system.</li> </ul>	Shows very good knowledge of the system and the configuration of it.
<ul style="list-style-type: none"> <li>Maintaining awareness of developments in records management software and technology.</li> </ul>	Keep up to date with the latest information and market trends.
<ul style="list-style-type: none"> <li>Able to triage and support most issues in relation to the CDC EDRMS system.</li> </ul>	High satisfaction of end user system experience.
<ul style="list-style-type: none"> <li>Creating and maintaining records using the corporate metadata standards appropriate to the record type.</li> </ul>	Maintain a high-quality level of digital records for accurate and fast searching.
<ul style="list-style-type: none"> <li>Induct and provide training and ongoing assistance, support and training to EDRMS users.</li> </ul>	Users become competent at saving their documents.
<ul style="list-style-type: none"> <li>In addition to EDRMS, use of internal / external systems and software, web-based programs including Microsoft Teams.</li> </ul>	Be technology literate.
<ul style="list-style-type: none"> <li>Contribute to the creation and maintenance of electronic training material and resources.</li> </ul>	Effective documentation and guides are available for all staff.
<ul style="list-style-type: none"> <li>Work with Vendors and internal staff to resolve more complex issues.</li> </ul>	Ability to effectively communicate requirements and solution options.

Job Holder Is Accountable For	Performance Standard
<b>KEY RESULT AREA – TRAINING AND SUPPORT END USER ADOPTION AND USAGE OF THE SYSTEMS AND IM TOOLS PROVIDED</b>	<b>MEASURES</b>
<ul style="list-style-type: none"> <li>Deliver induction and ad hoc training sessions for end users.</li> </ul>	Clear and good communication delivered.
<ul style="list-style-type: none"> <li>Constant improvement of own knowledge and sharing of experiences.</li> </ul>	Change adoption and mindsets through trust and delivery.
<ul style="list-style-type: none"> <li>Constant improvement of own knowledge through research and development pathways.</li> </ul>	Always eager to learn and engage with resources and subject matter experts.

Job Holder Is Accountable For	Performance Standard
<b>KEY RESULT AREA – GUIDE AND ADVISE COUNCIL ON RELATED ACTS, STANDARDS AND POLICIES IN THE IM AREA</b>	<b>MEASURES</b>
<ul style="list-style-type: none"> <li>Deliver sound advice for the organisation on matters relating to IM and Records management.</li> </ul>	Any advice given is based on facts and research done.
<ul style="list-style-type: none"> <li>Champion adoption of best practice and standards.</li> </ul>	Communicate and engage in a positive manner to create good outcomes.



## CLUTHA DISTRICT COUNCIL

*Note that the above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.*

### WORK COMPLEXITY

#### Most challenging duties typically undertaken, or most complex problems solved:

- Delivering to time pressured outcomes.
- Gaining SME level competency of the software systems.
- Changing and influencing fixed mindsets.

### FINANCIAL RESPONSIBILITIES

THE JOB HOLDER DOES NOT CONTROL A BUDGET	
Maximum delegated expenditure that may be spent without reference to manager	<ul style="list-style-type: none"><li>• \$0</li></ul>
<i>Delegated authorities are in accordance with the Clutha District Council Delegations Manual, which may be amended from time to time by the Clutha District Council.</i>	

### PERSON SPECIFICATION

Technical/Professional Qualifications/Experience/Personality	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• A willingness and commitment to continuous learning and professional development.</li></ul>	Ability to demonstrate continual learning activities.
<ul style="list-style-type: none"><li>• Have a high level of digital skills and experience working with technology toward better outcomes.</li></ul>	Working in the local or central government sectors with a broad understanding of IM.
<ul style="list-style-type: none"><li>• A friendly, helpful attitude with an open mindset.</li></ul>	Proven experience as an SME on a software system.
<ul style="list-style-type: none"><li>• Excellent communication skills – oral and written.</li></ul>	Diploma or degree in IM or related subject matter.
<ul style="list-style-type: none"><li>• Able to work alone and as part of a team.</li></ul>	Relevant experience of 3 or more years in similar position.
<ul style="list-style-type: none"><li>• Relate well to people of all ages, backgrounds and ethnicities.</li></ul>	
<ul style="list-style-type: none"><li>• Always maintains confidentiality and impartiality.</li></ul>	

### KEY RELATIONSHIPS



## CLUTHA DISTRICT COUNCIL

EXTERNAL	PURPOSE OF CONTACT WITH THIS PERSON/S
• Government and non-government agencies	Best practice guidance and legislative activities
• Other territorial local authorities and regional councils	Sharing knowledge and support collaborative engagements.
• Tangata Whenua/Iwi	Understanding the treaty and what is our commitment in regarding Information Management.
• Stakeholders/customers	Delivering guidance, support and excellent customer services.
• Ratepayers and residents	Delivering guidance, support and excellent customer services.
• Partners and Vendors	Foster a good productive relationship.

INTERNAL	PURPOSE OF CONTACT WITH THIS PERSON/S
• Council and community board members	Delivering guidance, support and excellent customer services.
• ICT Team	Pivotal role in team for delivering excellent outcomes.
• All managers and staff	Delivering guidance, support and excellent customer services.

### ORGANISATIONAL BEHAVIOURS

CDC Purpose Statement (why we exist/why we are needed):

*“To empower our community to thrive and look after our spaces for future generations”.*

Cultural Vision Statement (the type of workplace employees want to have):

*“CDC is a safe and enjoyable place to work where everyone feels valued, supported and confident in their role”.*

Values Statements (the principles that guide behavior and decision-making):

**Empathy:** *We have empathy and treat people with respect.*

**Inclusion:** *We are inclusive of different cultures, perspectives and experiences.*

**Openness:** *We are respectfully honest and share knowledge and information.*

**Integrity:** *We do the right thing and speak up when we see the wrong thing.*

Therefore, when working for CDC we expect our people to:

Be open, inclusive, have empathy and do the right thing



## HEALTH AND SAFETY

- All employees have a responsibility to work towards keeping a safe and healthy work environment by practicing safe work methods, identifying workplace hazards and using appropriate safety equipment.
- Managers are responsible for implementing and promoting the management responsibilities as described in any Clutha District Council Health and Safety plans, policies and processes.

## COUNCIL INFORMATION

- All employees must actively demonstrate commitment to the various management systems and processes that are adopted and used by the Clutha District Council, for example the Electronic Document Records Management System (EDRMS), accounting systems etc.

## EMERGENCY RESPONSE

Under the Civil Defence Act 2002, all territorial local authorities (TLA's) are required to have trained staff ready to respond to civil defence emergencies at a local level. You may be assigned a specific civil defence role or generally be co-opted to assist during a civil defence emergency event. You may be required to:

- Undergo training for a civil defence role
- Take part in exercises as required
- Work within and/or outside of normal hours (at time of an event)
- Work in another TLA if required (at time of an event).