

JOB DESCRIPTION

Position:	Information Management Specialist	Department:	Corporate Services
Reports to:	IT Manager	Date:	June 2025

Purpose of position

To deliver on strategic and operational Information Management (IM) requirements and ensure Stratford District Council information processes meet best practice and are fit for purpose through staff training and on-going business improvement.

Key Accountability Areas

1. Organisation Information Management
2. Archives
3. Privacy Monitoring
4. Business Improvement
5. Health & Safety
6. Civil Defence
7. Other Duties

Accountabilities

1. Organisation Information Management

Key Outcomes

- Maintain an Information Asset Inventory
- A three-year IM programme of work is developed, implemented, and reviewed.
- Implement and review the IM strategy and policies.
- IM is embedded in all business processes and procedures and on-going training and support is provided when required, with support from the Senior Leadership Team.
- Indexes, classification, retention, and disposal schedules are developed, implemented and maintained.
- Staff training is provided for IM best practice and the electronic document management system.
- Information research is undertaken as required for staff and members of the public.
- Access is limited and monitored for restricted access records.
- Maintain the Electronic Document Management System (Content Manager) to an agreed standard.
- Ensure digital information is preserved and remains accessible, usable, and readable over time.
- Manage and administer LGOIMA Requests

Performance Indicators

- Information Asset Inventory reviewed annually.
- Meeting with Executive Sponsor quarterly.
- Staff and customers' requests for information are completed accurately, within agreed timeframes and meet customer needs.
- The Electronic Document Management System is maintained to an agreed standard.
- Staff are confident and well trained in using the Electronic Document Management System.
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- IM Strategy is developed, implemented, and regularly reviewed to ensure alignment with the business objectives.
- Administrative tasks are carried out and maintained to an agreed IM standard.
- Local Government Official Information and Meetings Act (LGOIMA) requests are managed, responded to and recorded within required timeframes.

2. Archives

Key Outcomes

- All records, either hardcopy or electronic, that are required to be kept are easily accessible.
- Information is appraised and information that is not required to be kept is disposed of within policy guidelines.
- Records of permanent value to Council and the Stratford community are preserved.
- All protected records, as listed in the Gazette Notice published by the Chief Archivist under section 40 of the Public Records Act 2005, are systematically archived.
- Community archives are managed and maintained.

Performance Indicators

- The physical records storage areas are maintained in accordance with Policy.
- Council complies with all legislative requirements and standards set by Archives New Zealand.
- No damage to protected records.
- The location of each archived record is documented and easily accessible.
- The Archives Disaster Recovery Plan is reviewed every 3 years.

3. Privacy Monitoring

Key Outcomes

- Manage any complaints from customers about possible privacy breaches.
- Manage requests for access to personal information, or correction of personal information.
- Act as council's liaison with the Office of the Privacy Commissioner.
- Train council staff to deal with privacy matters.
- Advise council on compliance with privacy requirements.
- Advise council on the potential privacy impacts of changes to business practices.
- Be familiar with any other legislation governing what the council can and cannot do with personal information.
- Develop and implement policies to support council's compliance with the Privacy Act

Performance Indicators

- All breaches are recorded, investigated, and managed in accordance with councils policy.
- Requests for information and responses to complaints are delivered accurately, within timeframes and with appropriate sensitivity and confidentiality.
- All staff receive Privacy Act training.

4. Business Improvement

Key Outcomes

- Evaluate current system and business processes to identify inefficiencies and areas for improvement.
- Propose and document process changes or optimisations.

Performance Indicators

- Improved processes to ensure staff are working to peak efficiency.
- Staff are trained and actively mapping and reviewing their processes.
- Continuous improvement is encouraged and implemented.

5. Health & Safety

Health and Safety is the responsibility of everyone in the workplace. Council operates under the belief that all incidents/near misses are preventable. Staff are required to comply with all health and safety requirements, and ensure it is maintained through safe work procedures.

Key Outcomes

- Identify workplace hazards and risks ensuring they are managed in accordance with Stratford District Council and statutory requirements, including recording on Hazard/Risk register with regular reviews and these are reported to the Health and Safety committee
- Participate and follow all health and safety procedures and initiatives.
- Adhere at all times to the Stratford District Council Health and Safety policies and procedures to ensure staff and customer safety.
- Issues are reported to management.

Performance Indicators

- Appropriate procedures are followed.
- Accidents and incidents are recorded in a timely manner in accordance with Stratford District Council requirements.
- Accidents and incidents are minimised, and total numbers are within target as stated in the Long Term Plan.
- Accident/Incident register is kept up to date and is regularly reviewed.

6. Civil Defence

Key Outcomes

- Assist in providing Civil Defence functions and/or maintain the provision of essential services in emergency management events, including effective community engagement.

Performance Indicators

- Assigned Civil Defence duties are completed.
- Participation in organisation Civil Defence drills.

7. Other Duties

Key Outcomes

- Record management responsibilities are undertaken as outlined in Council's Information Management Policy.
- Processes are recorded and updated as needed.
- Participation and advisory support given on any projects related to Council's information maintenance, storage, and disposal.
- Monthly reports are completed within allocated timeframes.

Together with such other duties as may from time to time be reasonably assigned and communicated to the **employee** by the **employer**.

Discretionary Decision Making

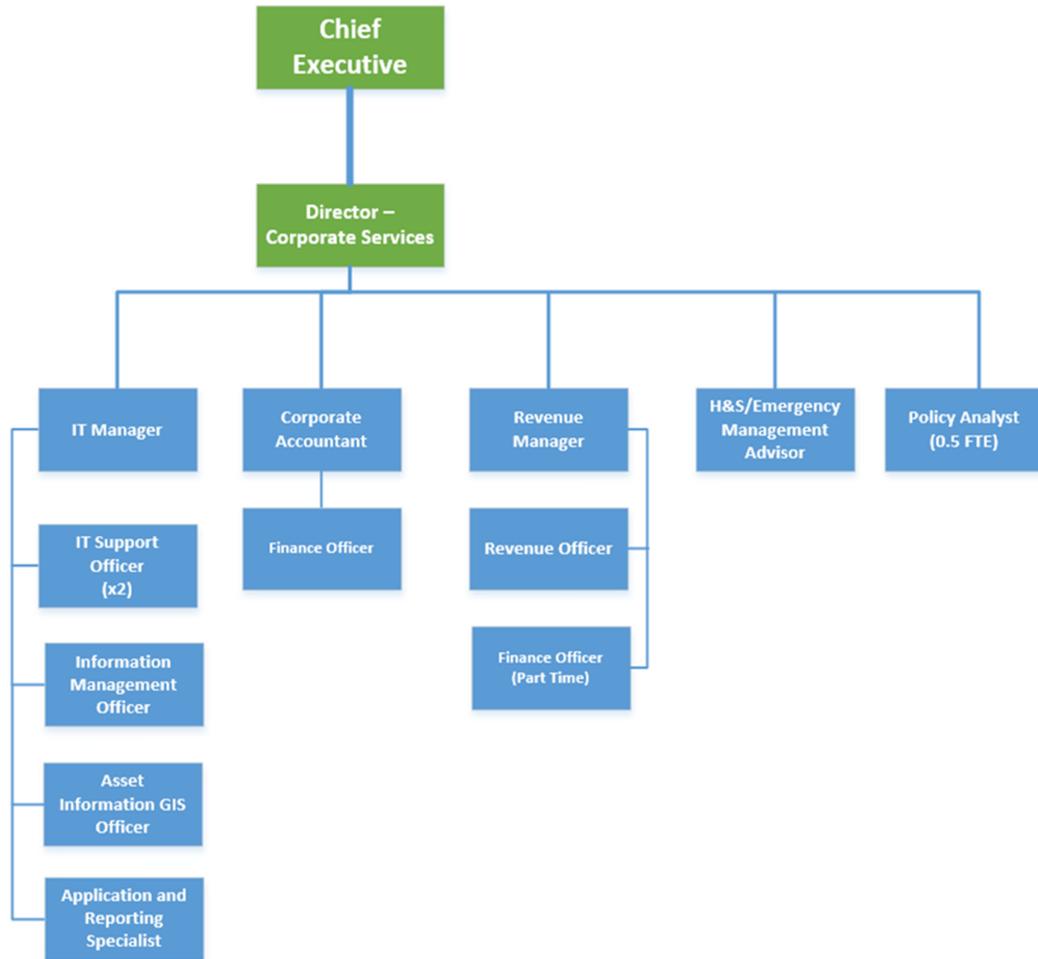
As per Council's Delegation's Policy.

Principle Relationships

Internal
Management Team
Elected Members
All Staff

External
Local and Territorial Authorities
Public
Government Agencies
Consultants
Contractors
External Service Providers
Office of the Privacy Commissioner

Structure Chart



Ideal Person Specification

Education/Qualifications

- A qualification in Archives, Records Management or with a research component would be an advantage.
- Minimum of Diploma level tertiary qualification.

Job Knowledge

- Proficient with Microsoft Office Products – Word, PowerPoint, Excel and Outlook.
- Familiar with the Public Records Act.
- Familiar with the Privacy Act.
- Experience in recordkeeping systems preferably in Local Government or the public sector.
- Data analysis skills to manipulate and present data.
- Ability to work on a project unsupervised.
- Administrative experience.
- Good working knowledge of technology and its application in relation to organisational record management.
- Te Ao Māori – Understand Council's responsibilities under the Treaty of Waitangi and be respectful of Te Ao Māori practices.

Key Competencies

- Analytical skills –high attention to detail. Ability to analyse data and organise in a logical way.
- Customer Focus - at all times applies excellent customer service principles in dealing with internal and external customers and staff.
- Communication – communicates clearly and concisely when seeking or providing information. Produces clear written and well-formatted reports, which have clear recommendations for action.
- Organising – can manage multiple activities at once to accomplish a goal and can marshal resources to get things done. A self-starter who is methodical and well organised.
- Quality results – strong time management skills with the ability to prioritise tasks.
- Integrity and Trust – maintains confidentiality.
- Teamwork - demonstrates an ability to work well in a team with the ability to liaise with management and staff.