

# JOB DESCRIPTION

<b>Position:</b>	Information Management Specialist	<b>Department:</b>	Corporate Services
<b>Reports to:</b>	IT Manager	<b>Date:</b>	June 2025
<b>Purpose of position</b>  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.			
<b>Key Accountability Areas</b>  <ol style="list-style-type: none"><li>1. Organisation Information Management</li><li>2. Archives</li><li>3. Privacy Monitoring</li><li>4. Business Improvement</li><li>5. Health &amp; Safety</li><li>6. Civil Defence</li><li>7. Other Duties</li></ol>			
<b>Accountabilities</b>			
<b>1. Organisation Information Management</b>  <b>Key Outcomes</b> <ul style="list-style-type: none"><li>• Maintain an Information Asset Inventory</li><li>• A three-year IM programme of work is developed, implemented, and reviewed.</li><li>• Implement and review the IM strategy and policies.</li><li>• 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.</li><li>• Indexes, classification, retention, and disposal schedules are developed, implemented and maintained.</li><li>• Staff training is provided for IM best practice and the electronic document management system.</li><li>• Information research is undertaken as required for staff and members of the public.</li><li>• Access is limited and monitored for restricted access records.</li><li>• Maintain the Electronic Document Management System (Content Manager) to an agreed standard.</li><li>• Ensure digital information is preserved and remains accessible, usable, and readable over time.</li><li>• Manage and administer LGOIMA Requests</li></ul> <b>Performance Indicators</b> <ul style="list-style-type: none"><li>• Information Asset Inventory reviewed annually.</li><li>• Meeting with Executive Sponsor quarterly.</li><li>• Staff and customers' requests for information are completed accurately, within agreed timeframes and meet customer needs.</li><li>• The Electronic Document Management System is maintained to an agreed standard.</li><li>• Staff are confident and well trained in using the Electronic Document Management System.</li><li>•</li><li>• IM Strategy is developed, implemented, and regularly reviewed to ensure alignment with the business objectives.</li><li>• Administrative tasks are carried out and maintained to an agreed IM standard.</li><li>• Local Government Official Information and Meetings Act (LGOIMA) requests are managed, responded to and recorded within required timeframes.</li></ul>			

## **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

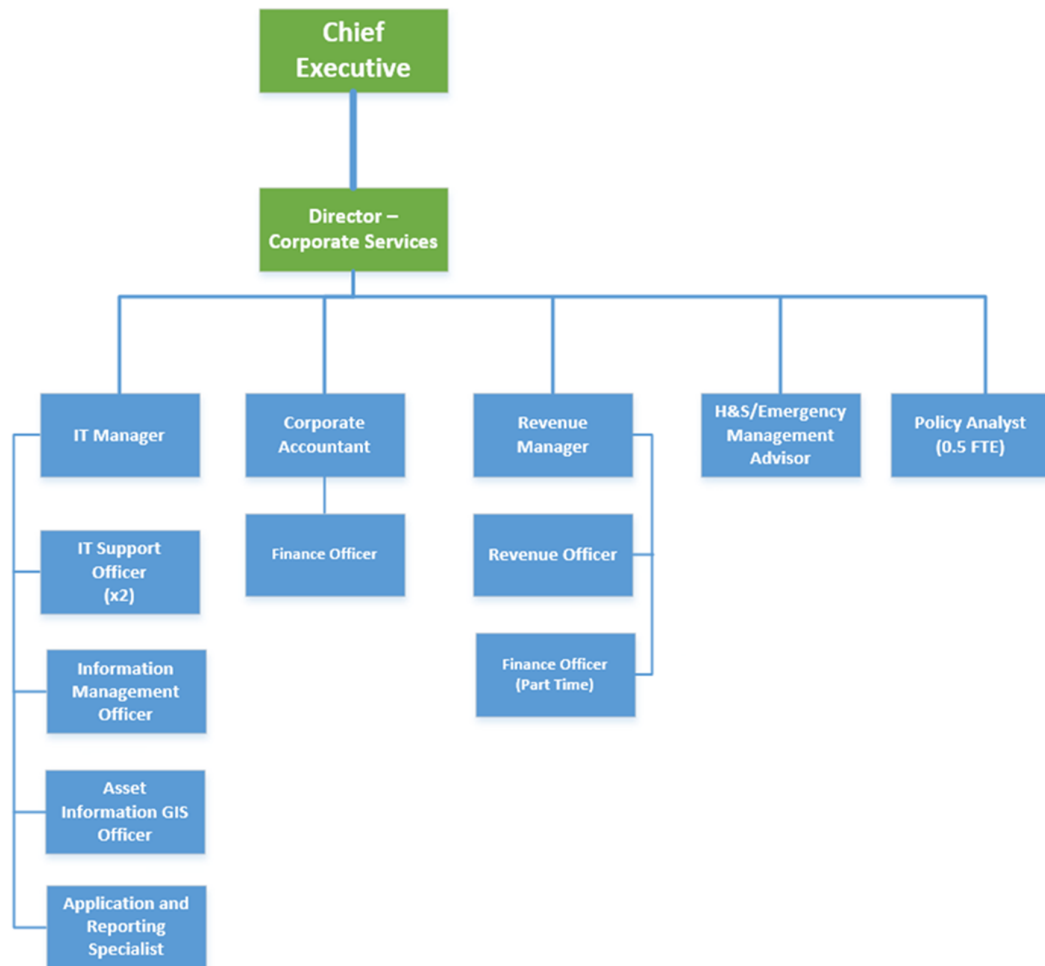
### Internal

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.