

**Information Management Officer  
Position Description  
November 2022**

<b>Title:</b>	Information Management Officer
<b>Classification:</b>	Administrative Officer Grade 2 Level B to E (According to award)
<b>Salary:</b>	\$62,180.90 to \$66,705.85 pro rata plus superannuation of 10.5% per annum for a full time position (According to Djerriwarrh's internal scale).  Staff also have the ability to access "tax free" benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains its PBI status.
<b>Status:</b>	Part time (0.6) 12-month contract
<b>Award:</b>	Labour Market Assistance Industry Award 2010

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**ORGANISATIONAL CONTEXT:**

Djerriwarrh Community & Education Services (Djerriwarrh) is a highly regarded not for profit charitable organisation which has been delivering high quality education, training, employment and youth programs in the western suburbs of Melbourne since 1989. Djerriwarrh's Mission Statement is 'empowering individuals and local communities to learn, connect and grow'. Djerriwarrh works in partnership with the community, other community based organisations, participants/clients and local, state and federal governments.

Education and training services including:

- Adult Community & Further Education (Learn Local provider)
- Vocational Education and Training (VET)
- Literacy and Numeracy services
- Skills for Education and Employment (SEE) and the Adult Migrant English Program (AMEP) trading as Learning for Employment
- Foundation Skills For Your Future Program
- Victorian Certificate of Applied Learning (VCAL)
- Government (State and Federal) contracted training (Skills First)
- Djerriwarrh Community House

Youth services including:

- School Focused Youth Services
- L2P
- Better Futures (formerly Springboard)
- Reconnect

Employment services including:

- Jobs Victoria Employment Services (JVES) as a member of the west@work consortium
- ParentsNext
- Jobs Victoria Advocates Program

### **DJERRIWARRH'S VALUES:**

*Caring* – we provide a safe and welcoming environment for all.

*Respectful* – we treat all people fairly and equally.

*Inclusive* – we are welcoming and put people first.

*Adaptable* – we respond to individual and community needs in a creative and flexible way.

*Accountable* – we take responsibility for our decisions and follow through on our commitments.

Djerriwarrh is committed to quality, innovation and promoting a culture of continuous improvement in its governance, management and service delivery.

Djerriwarrh is committed to child safety and all staff, volunteers and board members have a responsibility to prevent child abuse and respond appropriately to allegations.

All Djerriwarrh employees have a shared responsibility to identify and manage risks particularly those associated with children and young people attending the workplace.

Djerriwarrh is committed to providing a safe and inclusive environment for all children and young people from all cultures including from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

### **POSITION OBJECTIVES:**

The Information Management Officer's responsibility is to support the management of Djerriwarrh's Information Security Management System (ISMS). Reporting to the Compliance Manager, the role will work in collaboration with other members of the Corporate Services Team to ensure that Djerriwarrh meets its legal, contractual and regulatory obligations with regard to information security management, continual improvement, records management and reporting.

The key objective of the Information Management Officer role is to support the maintenance and continual improvement of Djerriwarrh's ISMS to meet legal, contractual and regulatory obligations such as those contained in ISO 27001 Information Security Management Systems Standards, Right Fit for Risk requirements (ISO/ISMS/RFFR) and the Victorian Protective Data Security Standards (VPDSS).

### **DUTIES & RESPONSIBILITIES**

#### *Information management*

- Support the Compliance Manager to implement, maintain and continually improve Djerriwarrh's Information Security Management System with a focus on processes and technical tasks to ensure that the organisation's information systems are maintained in accordance with organisational policies and procedures, industry standards and legislative requirements.
- Provide administrative support to the Corporate Services team in maintaining accurate up-to-date records for access to the organisation's information systems.
- Assist in maintaining registers and data management systems to enable accurate and up-to-date reporting to Commonwealth and State departments.
- Assist in maintaining Djerriwarrh's asset register.
- Maintain the electronic document management system in accordance with Djerriwarrh's record management policies and procedures.
- Assist the Compliance Manager and the IT Service Desk Manager in progressing Information Security Management initiatives.
- Maintain the agenda, minutes and supporting documents for the Information Security Management Steering Committee meetings.

### *Compliance administration and support*

- Assist in the development and maintenance of Djerriwarrh's compliance calendar, including:
  - ▶ Scheduling internal audits
  - ▶ Coordinating the review of policies and procedures
  - ▶ Monitoring compliance with lodgement obligations and deadlines
- Participate in policy and procedure development and ongoing revision.
- Assist the Compliance Manager in gathering evidence for audit and participate in audits as part of the internal audit team as required.
- Assist in preparing non-conformance reports and monitoring corrective actions.

### **CONDITIONS OF EMPLOYMENT:**

The Information Management Officer is a part-time position.

Remuneration falls under the Labour Market Assistance Industry Award. Salary is within the range of \$62,180.90 to \$66,705.85 (pro rata) plus superannuation. This position may access "tax free" benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains the PBI status.

The starting salary is dependent on relevant qualifications and experience. A probation period of 6 months applies to this position.

### **Confirmation of employment**

Confirmation of employment with Djerriwarrh is subject to the provision of:

- Satisfactory outcome of Police and Working with Children Checks. A Working with Children Check is the responsibility of the employee.
- A valid Australian visa with work rights (if applicable).
- Evidence of full vaccination (minimum 2 doses) of an approved COVID-19 vaccine.

### **Workplace Health and Safety (WHS)**

All employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety.

All employees are responsible for their own safety and that of fellow employees. All employees must:

- Report unsafe or unhealthy work practices to WHS representatives, coordinators and/or managers.
- Comply with WHS policies and procedures (including updated COVID-19 Safe practices and plans) and to follow directions given by coordinators, managers or any WHS and Emergency Response Team representatives in relation to safe work practices.
- Comply with all current government and health expert advice, including Chief Health Officer Directions, regarding COVID-19 safe practices and requirements.

### **Site flexibility**

Staff may be required to work at any of the Djerriwarrh sites including outreach sites. Djerriwarrh's head office is based in Melton with other sites in Sunshine and Ballarat.

### **Drivers licence**

A current driver's licence is required.

### **Pre-existing injury**

The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be adversely affected by employment in this position. This will assist Djerriwarrh in providing a safe work environment for new staff.

### **KEY SELECTION CRITERIA**

#### ***Mandatory:***

- KSC 1: Highly developed time management and organisational skills and an ability to respond and adapt while operating in an environment which is often demanding and busy.
- KSC 2: Use Microsoft Office suite with depth in some areas and the ability to learn to operate the designated administration system and other software as required.
- KSC 3: Excellent written and verbal communication skills.
- KSC 4: Demonstrated problem solving skills and initiative.
- KSC 5: Experience in a compliance/audit/information technology field and/or have worked in a highly regulated environment.
- KSC 6: Demonstrated experience in identifying opportunities for continuous improvement in processes and ways of working.

### **QUALIFICATIONS/SPECIAL REQUIREMENTS:**

- A relevant qualification in business/administration/Information technology or relevant work experience.
- Knowledge of information security standards and practices an advantage.
- New graduates in business/administration/Information technology welcome to apply.

### **REPORTS TO:**

Compliance Manager

### **SUPERVISES:**

There are no supervisory responsibilities.

**IMPORTANT NOTES:**

- Djerriwarrh actively encourages applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.
- Services comply with the provision of relevant Commonwealth, State or local government legislation, which has direct or indirect implications for the service.
- Services are conducted free from any sexual harassment and any unlawful discrimination which contravenes the:
  - ▶ Racial Discrimination Act 1975
  - ▶ Sex Discrimination Act 1984
  - ▶ Disability Discrimination Act 1992
  - ▶ Disability Act 2006
  - ▶ Equal Opportunity Act 2010
  - ▶ Charter of Human Rights and Responsibilities Act 2006
- Services are conducted in compliance with relevant sections of the:
  - ▶ Privacy Act 1988
  - ▶ Freedom of Information Act 1982
- Djerriwarrh is a child safe organisation and complies with:
  - ▶ Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015
  - ▶ Working With Children Act 2005
- Djerriwarrh acknowledges and respects the privacy of individuals and handles personal information in compliance with Information Privacy Principles (Victoria) and the National Privacy Principles. Your personal information will be destroyed when no longer required.
- Djerriwarrh has in place an information security management system. All staff are required to comply with the relevant policies and procedures to protect the integrity and security of any information created or collected for the purposes of delivering our services and programs.
- COVID-19 Response – Djerriwarrh complies with all current government and health expert advice for conducting a COVID-Safe business and has established COVID-Safe Plans across all our service and administrative site locations.

<b>Declaration</b>	
My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.	
<b>Employee</b>	Name: ..... Signature: ..... ___/___/___
<b>Manager</b>	Name: ..... Signature: ..... ___/___/___