

Role Description

Project Officer



State Records NSW

Cluster	Department Enterprise Investment and Trade
Agency	State Records Authority NSW
Division/Branch/Unit	Directorate, State Records Authority NSW
Location	Various locations
Classification/Grade/Band	Archivist Grade 3
Role Number	400954
ANZSCO Code	224211
PCAT Code	1115283
Date of Approval	18 May 2021
Agency Website	http://staterecords.nsw.gov.au

Agency overview

State Records Authority NSW (State Records NSW) is a statutory body established under the State Records Act 1998, which came into being on 31 December 2022. Its vision is to support transparent and accountable government by being an expert, best practice regulator.

State Records NSW assists public offices to meet their recordkeeping obligations under the State Records Act 1998. It is led by an Executive Director.

State Records NSW provides oversight of recordkeeping across the NSW public sector. We support effective and efficient recordkeeping by setting standards, promoting good practice, monitoring recordkeeping practice and compliance, and providing guidance, advice and resources.

Primary purpose of the role

Undertake projects and programs of work to regulate, guide and influence official recordkeeping and information and records management across the NSW public sector.

Key accountabilities

- Contribute to the development and implementation of whole of government policies, standards and practice guidance to promote the continual improvement of government recordkeeping and compliance with the Act.
- Research and analyse records and information management trends and practices, policies, programs and emerging issues to recommend and inform policy initiatives and advice.
- Provide expert guidance, advice and other services to NSW public sector organisations on information and records management policy and governance, recordkeeping issues and strategic approaches to key information and records risks.

- Monitor and report on the implementation and compliance by public offices across the NSW Government with policies, standards and guidelines, and identify areas for improvement and corrective or other action to promote best practice and compliance.
- Provide input to the design and implementation of a program of education and communications to develop and enhance skills and knowledge in recordkeeping across the sector.
- Undertake projects, deliverables and other tasks to agreed standards and timeframes.
- Communicate with key stakeholders and coordinate working groups, committees and consultations to facilitate exchange of information and support project completion in line with project plans.

Key challenges

- Responding to policy issues relating to information and records management and providing advice across a vast range of diverse public sector organisations which operate in various business and information environments.
- Providing effective guidance to assist organisations with records creation, management, retention and disposal and other processes in an environment of significant structural changes and with a wide range of business models operating across the sectors covered by the State Records Act, 1998.
- Maintaining knowledge of digital recordkeeping issues, best practice in information and records management governance /strategies, and emerging information risks in an environment of rapidly changing technology and where new models for information and records management are continually evolving to be able to provide advice and support as required.

Key relationships

Who	Why
Internal	
Manager, State Records NSW	<ul style="list-style-type: none"> • Receive direction and guidance on projects/priorities. • Manage the flow of information, seek clarification, escalate sensitive issues and propose solutions.
Senior Project Officer, State Records NSW	<ul style="list-style-type: none"> • Receive direction and guidance on projects/priorities; consult / liaise on emerging issues or matters, provide informed advice; participate in discussions and decisions on priorities and issues; escalate issues and propose solution.
Other team members	<ul style="list-style-type: none"> • Work collaboratively on projects; exchange information and expertise.
Museums of History NSW Collections, Access and Engagement	<ul style="list-style-type: none"> • Liaise regarding implementation of disposal policies and appropriate disposal coverage for records, estray management and co-ordinated contact with agencies. Liaison on compliance issues such as records disaster recovery and records conservation issues in NSW public sector organisations.
External	
Agency representatives across the NSW public sector	<ul style="list-style-type: none"> • Provide sound and reliable advice; manage expectations, resolve and provide solutions to issues. • Liaise and negotiate with nominated senior officers, records and information staff, ICT staff and others on outcomes and timeframes.
Representatives from other archival and records authorities and other professional networks	<ul style="list-style-type: none"> • Liaise and collaborate on projects as appropriate, • Foster knowledge sharing and collaboration,

Role dimensions

Decision making

This role:

- Makes authoritative recommendations in relation to for the delivery of projects and work assigned.
- Deals independently with a range of professional and operational decisions, referring to the Senior Project Officer for decisions where there may be wider implications.
- Provides advice and recommendations to the Senior Project Officer or the Manager, State Records NSW on emerging trends and developments in records and information management, digital recordkeeping and information risks.
- Escalates decisions that require significant change to policy, projects or programs of work; are likely to escalate or create substantial or contentious precedent.

Reporting line

This role reports to the Senior Project Officer, State Records NSW.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Tertiary qualifications in information management/archival/recordkeeping or similar field or experience working in archival/recordkeeping/information management.





Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Foundational
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans