

Role Description

Project Officer

Agency	Enterprise, Trade & Investment
Division/Branch/Unit	State Archives and Records Authority
Location	Sydney Metropolitan area
Classification/Grade/Band	Archivist Grade 3
Role Number	40095
ANZSCO Code	224211
PCAT Code	1115283
Date of Approval	18 May 2021
Agency Website	www.records.nsw.gov.au

Agency overview

Sydney Living Museums (SLM) and the State Archives and Records Authority of NSW (SARA) are NSW Government agencies that operate under a shared services model, and are lead by a joint Executive team. The agencies form part of the NSW Department of Enterprise, Investment and Trade and report to the Minister for the Arts.

Together, SLM and SARA are responsible for collecting, managing, preserving, and providing public access to government archives, objects, buildings and places of historic, social, cultural and architectural significance. The agencies have a combined cultural asset base worth \$1.6b.

SARA is administered under the State Records Act 1998 and is the custodian and advocate for the State Archives Collection, which is one of the most complete and important collections documenting colonisation in the world. This vast cultural collection of more than 13 million items, which grows each year, details the development of this place and the wielding of colonial power, with multiple series of documents now included as inscriptions on the UNESCO Memory of the World Register. SARA assists public offices to meet their recordkeeping obligations under the State Records Act 1998, as a vital part of preserving the memory of government for current and future generations.

SLM is a State Cultural Institution administered under the Historic Houses Act 1980 that cares for a group of 12 of the most important historic houses, gardens and museums in NSW on behalf of the people of NSW. Our purpose is to enrich and revitalise people's lives with Sydney's living history, and to hand the precious places in our care and their collections on to future generations to enjoy. We bring our museums to life through a dynamic and diverse program of exhibitions, research and events such as walks, talks and tours so that our visitors can experience Sydney's past as if they had lived it themselves.

SLM and SARA both operate commercial functions that contribute significantly to the sustainability of the agencies. This includes retail, food & beverage, venue hire and, through SARA's Government Records Repository, commercial storage, records management, digitisation and consultancy services

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	
Head of Recordkeeping Standards & Advice	<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, Recordkeeping Standards and Advice	<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;

Who	Why
Other team members	<ul style="list-style-type: none"> • Work collaboratively on projects; exchange information and expertise
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, Recordkeeping Standards and Advice 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, Recordkeeping Standards & Advice

Direct reports

N/A

Budget/Expenditure

N/A

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 levels 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	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
Act with Integrity		

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • 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 • 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