

POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	ENTERPRISE RECORDS AND INFORMATION LEAD
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 16, 2025
CLASSIFICATION:	MOA LEVEL 7
DEPARTMENT / DIVISION:	CORPORATE DEVELOPMENT / BUSINESS TRANSFORMATION
POLICE CLEARANCE:	REQUIRED / NOT REQUIRED
REPORTS TO:	MANAGER BUSINESS TRANSFORMATION
DIRECT REPORTS:	NIL
POSITION NUMBER:	001459

POSITION OBJECTIVES:	- Leads enterprise information governance and records management - Ensures compliance with all legislative and internal requirements - Establishes and maintains an organisation-wide information management framework - Delivers modern records management system and drives change - Embeds governance into processes and systems ("compliance by design") - Builds capability through guidance, education and clear accountability - Monitors risk, compliance and performance to support decision-making - Partners with ICT, Cyber, Data and Transformation teams for integrated outcomes
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful - Create a sense of belonging & pride in the Salisbury community - Respect individual differences - Speak up when you don't feel respected, or are not being treated respectfully - Look after the wellbeing of our community, ourselves and those around us Empowerment - Take initiative and act with confidence - Make informed decisions and own the outcome - Share ideas, feedback and solutions

	• Learn and grow while supporting others to do their best work Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	Enterprise Records and Information Oversight • Lead an organisation-wide review of records and information across systems and repositories • Identify where records are held, who is accountable, and whether practices meet compliance obligations. • Assess gaps, risks and improvement opportunities in recordkeeping practices. • Maintain a clear line of sight between information, risk, privacy and business continuity. Frameworks, Policy and Compliance • Develop, implement and embed an Information Management Plan, translating it into practical policies, standards and processes. • Ensure consistent application of retention, security and access controls across systems. • Support business areas to meet legislative and regulatory recordkeeping obligations. Records Systems & Project Delivery • Lead the end-to-end replacement and implementation of a contemporary records and information management system, including delivery and organisation-wide change management • Provide subject matter expertise on records management across systems such as EDRMS, SharePoint and line-of-business applications • Lead and support the delivery of records and information management system initiatives, ensuring strong stakeholder engagement and successful adoption • Drive the implementation and uplift of recordkeeping solutions across systems and repositories • Ensure recordkeeping and information governance requirements are embedded into system changes and transformation projects by design • Work in partnership with ICT, Business Transformation and business units to deliver compliant, practical and user-centred outcomes Risk and Improvement • Facilitate risk and value assessments for information and records in partnership with business owners • Prioritise and drive remediation and uplift initiatives based on risk, compliance obligations and operational impact • Establish, monitor and report on recordkeeping maturity and compliance over time • Provide clear reporting on risks, progress and outcomes to senior leadership and governance forums Undertake assurance activities to validate controls and ensure identified issues are effectively addressed

	• Contribute to organisation-wide planning, continuous improvement and transformation initiatives Capability Building and Guidance • Provide authoritative advice and practical guidance to staff at all levels. • Deliver targeted education to improve understanding of recordkeeping obligations and system use. • Support adoption of improved practices through projects, onboarding and change initiatives. Strategy Pack Delivery (Operationalising the draft City of Salisbury Strategy documents) • Information Management Program: Consolidate the five Standard elements into a cohesive, actionable Program of Work with governance, cadence and success measures. • Information Asset Audit: Execute the audit plan; maintain artefacts and decisions; integrate findings into transformation activity and risk registers. • Value & Risk Assessment (Information Asset Register): Implement and maintain the Register as the single source of truth; ensure ownership, updates, data quality and reporting. • Information Management Plan (Summary): Socialise the seven compliance commitments; integrate into executive scorecards and program reporting. • Information Management Plan (Full): Align projects and BAU to the Plan; embed controls into operational procedures and system configurations. • Education Plan: Roll out targeted training; measure reach and effectiveness; iterate to close behaviour and knowledge gaps. • Implementation Strategy: Maintain a time phased action plan with owners, milestones, dependencies and resources to achieve two-year compliance. • State Records Compliance Self-Assessment Tool: Run baseline and follow-up assessments; present trends, risks and required decisions to Executive. Cross System Compliance & Transformation Enablement • Define and maintain criteria and control frameworks for recognising approved, compliant repositories beyond the official RMS, aligned to retention, disposition, privacy and security obligations. • Partner with Business Transformation, ICT, Cyber and Data Governance to embed recordkeeping and compliance controls into system design (e.g. metadata, retention, access, integration and auditability). • Ensure project charters, change requests and solution designs demonstrate compliance with the Information Management Plan and repository criteria prior to go-live. • Drive continuous improvement and governance uplift informed by audit outcomes, incident learnings and evolving technology capabilities. Collaboration • Reports through Business Transformation to ensure delivery cadence, integration with enterprise projects, and resourcing alignment. • Works in partnership with Governance (policy/assurance) and the IAM team (records expertise and RMS operations). • Holds delivery accountability for the two-year Implementation Strategy; policy authority and compliance assurance remain anchored with Governance.
WHS RESPONSIBILITIES:	• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions.

	• Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	• To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	• Demonstrated experience leading organisation wide information or records management compliance initiatives within a regulated environment, aligned to legislative or statutory requirements. • Proven ability to define and implement enterprise compliance frameworks or strategies, including translating legislative standards into practical policies, plans, governance and delivery roadmaps. • Strong working knowledge of information governance, including records management, information asset identification, retention and disposal, privacy, security and risk management. • Proven ability to define, implement and enforce a classification framework. • Demonstrated experience conducting information asset audits and value/risk assessments, including establishing and maintaining information asset registers across complex organisations. • Proven capability to lead multiyear, cross organisational change programs, engaging senior leaders, governance functions, ICT and business areas to deliver sustained compliance outcomes. • Highly developed stakeholder engagement and influencing skills, with the ability to operate credibly at executive level and resolve competing priorities without direct authority. • Demonstrated ability to work independently and exercise sound judgement, prioritising delivery within agreed timeframes while operating within defined governance and assurance frameworks. • Excellent written and verbal communication skills, including preparing executive reports, compliance documentation, assurance artefacts and regulator facing materials.
DESIRABLE SELECTION CRITERIA:	• Direct experience working with the South Australian State Records Act and State Records Standards, including preparation of compliance assessments or regulatory submissions. • Experience in local government or public sector environments, with an understanding of accountability, transparency and audit requirements. • Experience embedding information management requirements into digital transformation or ICT initiatives, including ERP, CRM, EDRMS, SaaS platforms or Microsoft 365 ecosystems.

	• Knowledge of cyber security, data governance and privacy frameworks, and how they intersect with information and records management obligations. • Experience designing and delivering organisation wide education and change programs to uplift information management capability and compliance behaviour.
SPECIAL CONDITIONS:	• Some after-hours work may be required from time to time.
EXTENT OF AUTHORITY:	• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: