

JOB PROFILE

Public Records Officer



The Assembly's objective is to promote the self-determination and empowerment of Traditional Owners and Aboriginal Victorians in the Treaty process, including by:

- Acting as the First Peoples' Representative Body to negotiate and agree Statewide Treaty and Interim Agreements,
- Acting as the Aboriginal Representative Body to support Treaty negotiations (including administering the Self-Determination Fund),
- Enabling Traditional Owners and Aboriginal Victorians to exercise sovereignty, the right to self-determination and other rights; including those contained in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

Location: 48 Cambridge Street, Collingwood VIC 3066

Reports to: Governance Manager

Function: The Public Records Officer provides advice and guidance relating to the Assembly and Gellung Warl's information and records management requirements, ensuring effective processes and practices and compliance with relevant organisational, statutory and other requirements through the Transition and ongoing.

Team: Governance Team

Team Function: Responsible for managing the Cultural and logistical aspects of the Assembly, including elections, administrative tasks, & procedural support. Also responsible for overseeing the record management systems, ensuring high quality document and data security.



OPERATIONAL RESPONSIBILITIES

Description

Key Performance Indicators

Key Duties

- Support the establishment of the records management program.
 - Provide input to and delivery of records management and systems training for Gellung Warl staff and Members as part of the Transition.
 - Ensure the currency and accuracy of records-related policies, processes and guidelines for Gellung Warl.
 - Engagement with stakeholders to understand emerging needs, strengthen relationships and provide practical advice and training.
 - Ensuring SharePoint and related systems support business needs and comply with organisational, legislative and other applicable standards and expectations.
 - Provide expert advice and stay informed on legislation to guide sound information governance and records strategies and practices, engaging with external stakeholders such as PROV and OVIC.
 - Support audits, compliance reviews, and reporting requirements, contributing to continuous improvement in records and information governance.
 - Support Freedom of Information, Privacy and Information Security processes and administration.
 - Actively contribute to organisational & technical projects and programs as well as developing options for improving business processes and systems and ensuring records management is appropriately considered in line with Internal Rules as well as PROV and other standards.
 - Ongoing, to lead the enhancement and development of information and records management practices across Gellung Warl, providing expert advice, ensuring adherence to policies while practicing and embodying cultural awareness.
 - Provide records management input to the design and deployment of MS365/SharePoint for Gellung Warl to ensure the solution meets the essential requirements for commencement and provides a platform to build on into the future.
 - Collaborate with stakeholders and subject matter experts including the Knowledge Management Working Group to implement and support records and related programs for Gellung Warl including the development of Internal Rules.
1. Acts as a trusted steward of Gellung Warl's records, supporting the establishment and ongoing maturity of a records management program that protects organisational memory and accountability.
 2. Embeds cultural awareness and respect in all records and information management practices, ensuring approaches align with Gellung Warl's values, Internal Rules and ways of working.
 3. Maintains records-related policies, processes and guidance that are current, accurate and accessible, enabling staff and Members to confidently meet their obligations.
 4. Builds records and information management capability across the organisation by delivering practical, culturally appropriate training and advice during the Transition and beyond.
 5. Builds and sustains respectful relationships with staff, Members and stakeholders, listening to emerging needs and providing timely, practical support.
 6. Ensures SharePoint, MS365 and related systems support business needs while meeting records, legislative and compliance requirements, now and into the future.
 7. Provides expert, informed advice on records, information governance and legislative obligations, engaging constructively with PROV, OVIC and other external stakeholders.
 8. Supports audits, compliance activities and reporting with integrity and professionalism, using outcomes to strengthen and continuously improve practice.
 9. Supports Freedom of Information, Privacy and Information Security processes with care, confidentiality and respect for individuals and community.
 10. Actively contributes to organisational and technical projects, ensuring records and information management is considered early and embedded appropriately.
 11. Identifies opportunities to improve business processes, systems and records practices, offering practical solutions that are proportionate and sustainable.
 12. Works collaboratively with groups such as the Knowledge Management Working Group to strengthen shared understanding, develop Internal Rules and support collective ownership of records and information.

POSITION REQUIREMENTS

Skills, Competencies & Knowledge

- Demonstrated skill and capability to lead an Information and Records Management program, especially in a Victorian Government context including the application of legislation, standards, principles, frameworks, classification, retention & disposal and security schemes.
- Awareness of Indigenous Data Governance and Indigenous Cultural and Intellectual Property principles and application.
- Ability to develop and administer operational processes, procedures and enablement to support operations in relation to records management.
- Strong organisational and project management skills with an ability to work to timelines and be outcome focused whilst managing multiple tasks.
- Ability to work both independently and collaboratively as a productive team member.
- Excellent communication skills and the ability to influence, collaborate and educate with sensitivity.
- Strong time management and prioritisation abilities.
- Proven ability to engage with stakeholders at all levels.

Experience & Qualifications

- Demonstrated knowledge of Aboriginal Communities and organisations within Victoria.
- Demonstrated skill and capacity to work effectively and with integrity in the context of a Victorian First Peoples' Representative Body.
- Experience in the use, implementation and administration of records and information management in an MS365/SharePoint environment for a Victorian Government body.
- Degree qualified (highly desired) or equivalent experience.
- As part of our commitment to child safety and in line with the Working with Children Act 2005 (Vic), all roles within the Assembly **require a valid Working with Children Check (WWCC)**.

Personal Attributes

- Passionate about being part of a reform to benefit First Nations people in Victoria.
- Able to maintain professionalism at all times to achieve strategic objectives & outcomes.
- Able to perform under pressure and continue to adhere to company policies/values.
- Able to show empathy and respect towards colleagues and Assembly stakeholders.

Behavioural Responsibilities

1. Assembly Ethical Values & Compliance with Policies – Upholds the standards of Respect, Accountability, Honesty, Equality, Legal Compliance, and Conflict of Interest, as found in the Assembly's Standards of Conduct Policy, and adheres to all other Assembly Policies.
2. Team Focus – Recognises and respects the strengths of others within the team, listens and responds to feedback from managers and colleagues, and understands personal impact upon team goals.
3. Personal & Professional Development – Actively seeks opportunities for personal and professional growth through ongoing learning and development initiatives.

A full copy of the Behavioural Responsibilities to be provided as part of the onboarding process.
