

Position Description



Position Title	Records Manager
Position No	00002424
Delegation Level	005
Job Designation	Manager
Organisational Unit	Records Management ICT Operations
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Lead Others
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Manager Third Party Applications

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

To provide leadership and direction in the management and delivery of Queensland Rail's records management function, that meets our legislative obligations and supports our internal and external customers.

Position Responsibilities

1. Lead the Records Management team to create a safe and customer focussed workforce, by managing the performance and the development of team members and supporting best practice compliant records management services.
2. Provide specific advice to the business regarding Queensland Rail's records management requirements, including the management of systems, understanding our legislative compliance responsibilities and the provision of staff training.
3. Develop, implement and review records management strategies, policies and practices in accordance with Queensland State Archives legislative obligations.
4. Establish and maintain effective relationships with third party providers for the storage of hard copy records, including the management of the service delivery, reporting and performance in line with contractual arrangements and customer expectations.
5. Focus on continuous improvement with respect to investigating and implementing technology to support the organisations records management requirements. This includes participation in projects and engaging with business stakeholders and customers.
6. Perform other activities as may be determined from time to time in accordance with evolving business needs.

Position Description



Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

.

The appointee may be required to:-

- Travel inter and intrastate as required

What is the key selection criteria

1. High level of skill in leading and managing, a professional records management team, in accordance with relevant legislation and associated Information Standards.
2. Extensive knowledge of contemporary Information Management practices and skills with managing information within a large complex organisation.
3. High level of skill in communication, interpersonal and negotiation skills demonstrated by significant dealings with, and ability to influence, differing levels of management, staff, customers and third party providers.
4. High level of problem solving, troubleshooting and analytical skills, with experience in meeting strict deadlines and service standards in high volume, high pressure work environment.
5. High level of skill in rapidly identifying key issues in complex situations, proactively seeking innovative solutions to problems and issues and enhancing continuous process improvement.
6. Knowledge and willingness to commit to and work within Queensland Rail's Safety Policy and Values and Behaviours.

Pre-employment Checks:

Not Applicable

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.