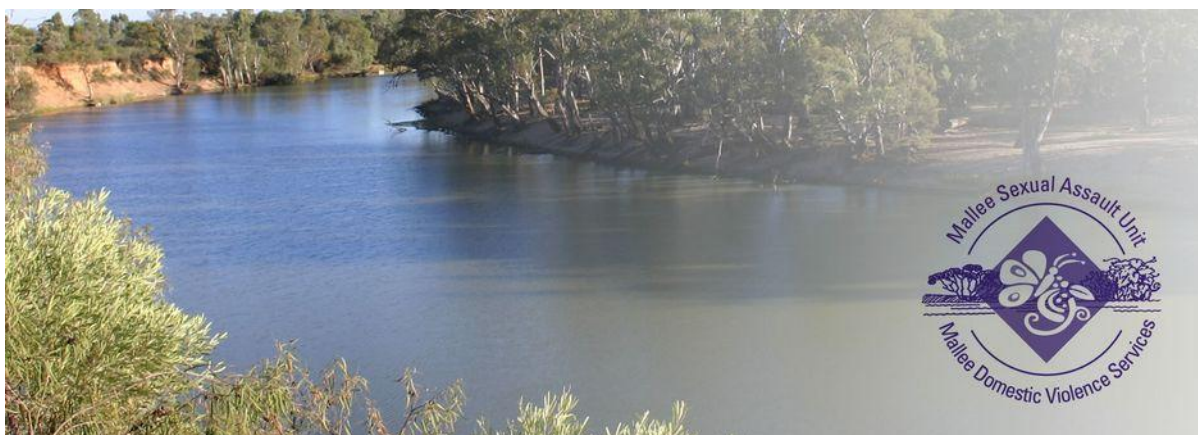




## Information & Assets Management Project Officer

### The Opportunity

We have an exciting new opportunity for an Information & Assets Management Project Officer to join our dedicated Not-For-Profit organisation in the Office of the CEO on a Part-time (24hrs per week) permanent basis from our Mildura Office.

### About the Role

The Information & Assets Management Project Officer will provide administrative and project support to the organisation's Information Governance Program, including implementation of the Privacy and Records Management Improvement Plan and establishment of the organisation's Information Asset Register.

This role contributes to improved information management practices through information gathering, stakeholder liaison, maintenance of registers and databases, recordkeeping, meeting coordination and project administration support.

### What we offer

- Competitive Salary starting at **\$80,008.24 + 12% Super**
- Generous Salary Packaging to maximise your take home pay
- Part-time opportunity (24hrs per week)
- Private Health Insurance Discounts
- Professional development and training opportunities
- Employee Assistance and Wellbeing Programs
- A passionate and supportive Team environment
- Equal Opportunity and Rainbow Tick Accredited employer

### Key responsibilities for this role include:

#### Information Asset Management and Information Governance

Provide administrative and project support to the organisation's Information Governance Program, including the Information Asset Register, Information Management Maturity Measurement (IM3) activities and related information governance initiatives.

- Assist with the identification, collection, validation and maintenance of organisational information asset information.
- Support Information Asset Owners and business units to gather, review and update information for the Information Asset Register.
- Maintain accurate, complete and appropriately classified information asset records and governance documentation.
- Coordinate information-gathering activities, including stakeholder consultations, workshops and follow-up actions.
- Monitor information quality and follow up missing, incomplete or inconsistent records.
- Assist with the collection and maintenance of evidence and supporting documentation for IM3 assessments and other information governance activities.

### **Project and Administrative Support**

Provide high-quality administrative and coordination support for information governance projects.

- Scheduling meetings, workshops and stakeholder consultations.
- Preparing agendas, meeting papers and supporting documentation.
- Recording and distributing meeting minutes and action items.
- Maintaining project schedules, action registers and document repositories.
- Following up outstanding actions and information requests.
- Assist and prepare reports, spreadsheets, dashboards and other documentation to support project monitoring and reporting.

### **Records and Information Management**

Support effective recordkeeping practices by maintaining accurate, secure and accessible records in accordance with legislative and organisational requirements.

- Support compliance with records management legislation, standards, policies and organisational procedures.
- Maintain accurate electronic and physical records, ensuring project documentation is captured within approved recordkeeping systems.
- Apply document control processes, including naming conventions, metadata standards and version control requirements.
- Ensure records are appropriately classified, stored, secured and accessible.
- Maintain the confidentiality, integrity and security of organisational information in accordance with organisational policies, procedures and legislative requirements.
- Assist with records management activities, system enquiries and the promotion of good recordkeeping practices across the organisation.
- Support the implementation of records management improvements and continuous compliance initiatives.

### **Reporting and Data Administration**

- Prepare routine reports, summaries and statistical information.
- Maintain accurate databases, spreadsheets and registers.
- Prepare reports, spreadsheets, dashboards and other documentation to support project monitoring and reporting.
- Produce information for management reporting as required.

### **Communication and Stakeholder Liaison**

- Demonstrate organisational values in all communications and interactions.

- Establish and maintain positive working relationships with employees and stakeholders.
- Liaise with managers and staff to collect information required for information governance activities.
- Respond to routine enquiries relating to project activities and information asset data collection.
- Support communication and awareness activities associated with information governance initiatives.
- Ensure stakeholders are informed of project requirements, deadlines and responsibilities.

### **Continuous Improvement**

Contribute to continuous improvement by identifying opportunities to enhance administrative, information management and recordkeeping practices.

- Identify and recommend improvements to administrative, information management and recordkeeping processes.
- Participate in team meetings, training and continuous improvement activities.
- Support the implementation of approved process improvements and initiatives.

### **About you**

*Your specialist expertise and experience should include:*

#### **ESSENTIAL**

- Relevant qualification (Certificate IV, Diploma or Degree) in a related discipline, and/or equivalent experience in administration, project support or information management.
- Demonstrated high-level digital literacy, including proficiency in Microsoft 365 and corporate information systems.
- Experience maintaining databases, registers or information repositories, with a strong focus on accuracy and data quality.
- Experience providing administrative and project support, including document management and coordination of activities.
- Excellent written, verbal and interpersonal communication skills, with the ability to build effective working relationships.
- Strong organisational and time management skills, with the ability to manage competing priorities and meet deadlines.
- Understanding of records management, information governance, privacy, confidentiality and information security principles.
- Demonstrated initiative and commitment to continuous improvement, collaboration and positive change.

#### **DESIRABLE**

- Experience using Electronic Document and Records Management Systems.
- Experience working in local government, government, community services, health or the not-for-profit sector.
- Knowledge of Victorian information governance frameworks, including OVIC Information Asset Registers, PROV IM3 or similar frameworks.

## About us

The Mallee Sexual Assault Unit (MSAU) and Mallee Domestic Violence Services (MDVS) provides services for women, men and children throughout the Northern and Southern Mallee region, border communities of New South Wales, the Mallee Track and Shires of Gannawarra and Buloke. Our services are free and available to all victim survivors.

We have a strong commitment to a workplace culture that is collaborative, provides work-life flexibility and encourages opportunities for growth and development. We take pride in providing a supportive workplace with great career opportunities for our employees.

## How to Apply

All applicants must have the right to work in Australia, be willing and able to obtain a Working with Children Check for both VIC & NSW, a National Police Check and hold a current Driver's Licence.

For enquiries, please contact **Gery Bhullar**, Information & Insights Coordinator **(03) 5021 2130** or via email **[careers@msau-mdvs.org.au](mailto:careers@msau-mdvs.org.au)**.

All applications are to address the Key Selection Criteria. For a detailed Position Description, please visit our website **<https://msau-mdvs.org.au/employment>**.

**Applications close at 12 midnight Sunday the 11<sup>th</sup> October 2026**