



Mallee Sexual Assault Unit – Mallee Domestic Violence Services

POSITION DESCRIPTION: Information & Assets Management Project Officer

Our Values:	Our values reflect the way we interact, connect and work with clients, partner agencies and with one another. • We put your safety and wellbeing at the centre of everything we do. • We respect the dignity and autonomy of each person. • We are trustworthy, ethical and transparent. • We advocate and act with courage to address inequity and shape a better future. • We communicate and collaborate to achieve shared goals. • We learn, innovate and embrace change to achieve outcomes that matter.
Our vision:	Futures free from sexual and family violence.
About us:	Mallee Sexual Assault Unit (MSAU) and Mallee Domestic Violence Service (MDVS) is a not-for-profit community organisation that provides family, domestic and sexual violence services and advocacy to support everyone in the Mallee region to be safe. Funded primarily by the Victorian Department of Families, Fairness and Housing, we deliver a range of programs focused on prevention, safety, connection and healing. Our programs span from crisis care to therapeutic services providing specialist support for victim survivors of sexual or family violence from first contact through to recovery. We are committed to: • Ensuring victim survivors of family violence are safe and those who use violence are held accountable. • Welcoming and supporting people of all backgrounds, ethnicities, cultures, ages, gender identities, sexual orientations, and abilities. • Recognising children as victim survivors of family violence in their own right, and being a child safe organisation • Providing seamless integration of care between providers to ensure best possible outcomes and experience for clients • Providing specialist care that is trauma informed, strengths based, and evidence informed The Mallee Sexual Assault Unit - Mallee Domestic Violence Services provides services to victim survivors of sexual assault and domestic and or family violence. The components of the service consist of crisis care, counselling services, advocacy, community education, outreach support, information, and referral services. The service is non-discriminatory, providing equity of access to all victim survivors and significant others of sexual assault and domestic and or family violence. In the Northern Mallee region, centre-based sexual assault and family violence services are provided in Mildura (24-hour response). Services are also provided flexibly and on-demand in Robinvale, Ouyen, Mallee Track, Dareton, and Wentworth. In the Southern Mallee, centre-based sexual assault and family violence services are provided in Swan Hill (24-hour response). Services are also provided flexibly and on-demand in Kerang, Cohuna, Sea Lake, Wycheproof, Balranald, and other towns throughout the Buloke and Gannawarra Shire.



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Position Title	Information & Assets Management Project Officer
Position number	
Program	Office of the CEO
Classification and Award	Social, Community, Home Care and Disability Services Award 2010 – Level 3
Salary range	\$80,008.24 - \$85,797.92 per annum (Pro-rata)
Location	Mildura
Employment status	Ongoing - Part-time
Hours per week	24 hrs per week
Reporting Manager	Information and Insights Coordinator
Other Key Relationships	Executive Leadership Team, Information Governance Project Control Group, Managers & Team Leaders, All staff involved in information asset ownership and management, Consultants and contractors, Regulatory agencies and government bodies where required, External information governance and records management service providers
Position Objectives	The Information & Assets Management Project Officer provides 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. The role contributes to improved information management practices through information gathering, stakeholder liaison, maintenance of registers and databases, recordkeeping, meeting coordination and project administration support.
Key responsibilities	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.



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	• 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.
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	• 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.
Key Selection Criteria	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



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	• 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.
Pre-employment checks	All appointments require: • Reference checks • National criminal records check (Applicants who have lived overseas in one country for 12 months or longer in the last ten years must provide international police check from the relevant overseas police agency. Applicants can obtain a check through an organisation providing international police checks via an internet search) • Pre-employment misconduct screening • Working with Children Check both for Victoria and New South Wales • Current Driver's Licence • Evidence of the Right to Work in Australia.
Cultural safety in the workplace	MSAU-MDVS recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge, and experience to the workplace. They also contribute important insight into how Mallee Sexual Assault Unit, Mallee Domestic Violence Services can provide for and engage with Indigenous clients and communities more effectively. MSAU-MDVS also recognises and supports the role of all staff in providing a culturally safe work environment and ensuring culturally safe professional practice.
Conditions of Employment	Salary and conditions are in accordance the SCHADS AWARD 2010. Salary Packaging is offered with this position. Monthly RDO accrual for full time employees based on their 40-hour working week. All offers of employment are subject to a satisfactory Criminal History Check, Working with Children's Check NSW & Vic and current Driver's Licence. All offers of employment with Mallee Sexual Assault Unit - Mallee Domestic Violence Services are subject to a six-month probationary period. All staff members will be asked to participate in an Annual Performance Review. Pre-existing Injury disclosure prior to employment will be required for all existing medical, health and physical injuries/conditions.

Acceptance of Position Description requirements

To be signed upon appointment

Employee



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Name: _____

Signature: _____

Date: _____