

Records/Information Management Officer

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Company: Softtestpays

Location: Canberra

Category: other-general

Australian Citizens residing in Australia with ability to obtain Baseline Clearance only respond. Contract start 14 August 2023 to 6 months, 6 months extensions. Australian Citizen, Ability to obtain Baseline Clearance, Canberra role. Send your responses to ***** Overview About ACIAR The Australian Centre for International Agricultural Research (ACIAR) is an independent agency within the Australian Government Foreign Affairs and Trade portfolio. Our mission is to catalyse more productive, sustainable and resilient food and farming systems for the benefit of developing countries and Australia. We do this through brokering, funding and managing research partnerships between Australian scientists and developing countries. Our headquarters are in Bruce (Canberra). Further information on our current projects, programs and priorities can be found at <https://www.aciar.gov.au> About the position ACIAR is seeking an experienced Record/Information Management Officer for a 6-month term (with a possible 6-month extension) to support its updated Information Management program and to undertake records appraisal and sentencing of its physical and digital records. Working in a small team in the Business Systems Unit, the position will help to embed newly established document management practices in SharePoint Online, including undertaking audit activities and managing records in ACIARs EDRMS, Records365. The key requirements will be: Undertake appraisal and sentencing of physical and digital records Manage disposal processes for physical and digital records Assist with audits of SharePoint Online and R365 Cataloguing of information assets for inclusion in the ACIAR Library Knowledge of and experience with AFDA is essential. Every application requires to address selection criteria as part of application submission. Essential

Criteria 1. Experience with Records classification and disposal in accordance with Australian Government Recordkeeping standards. 2. Familiarity with AFDA Express V2. Desirable

Criteria 1. Experience with SharePoint Online administration. 2. Experience with administration of an EDRMS.

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