

## ROLE STATEMENT

Position Title:	Information Management Officer		
Review Date:	2 September 2024	Division:	Market Operations & Technology
Classification:	Level 1	Department/Section:	ICT
Manager:	Manager, ICT	Location:	Adelaide CBD

### Role Purpose

The Information Management Officer is responsible for maintaining and overseeing Epic Energy's Document Management Processes and Systems. The role collaborates across the business to ensure dependable services for controlled documents and drawings, corporate intranet, document creation, file storage, and records management, while ensuring Epic Energy's data handling is simpler, safer, and more user-friendly. The Information Management Officer is pivotal in ensuring that all documentation is up-to-date, accessible, and compliant with company standards and regulatory requirements.

### Accountabilities

- Manage the lifecycle of controlled documents, ensuring accuracy, completeness, and compliance with company standards, legal, and regulatory requirements.
- Implement and maintain an information governance framework, establishing best practices for information architecture, data handling, and management processes.
- Manage document versioning and access control, ensuring current versions are available to project teams and only authorised personnel can view or edit sensitive information.
- Collaborate with various business areas to ensure reliable access to controlled documents, drawings, corporate intranet, and records management services.
- Properly archive and store documents, including drawings, specifications, reports, and correspondence, for future reference and compliance purposes.
- Provide training and support to team members on document management systems and procedures.
- Drive the evolution of information management practices to enhance security, simplify processes, and improve user accessibility for data creation, storage, and retrieval.
- Collaborate with business areas to develop and administer the corporate intranet, ensuring its reliability, efficiency, and fitness for purpose.
- As the recognised expert and advisor, provide recommendations and guidance to establish standardised document management practices across the business, fostering a culture of continuous improvement.

Any other responsibilities in line with the level of the role as directed.

## **WHSE Requirement**

- Report hazards and incidents in a timely manner and in accordance with Epic Energy WHS procedures
- Intervene in unsafe conditions and unsafe acts and promote safe behaviors in the workplace
- Comply, so far as you are reasonably able, with any reasonable instruction provided by Epic Energy in relation to WHS matters
- Do not knowingly engage in wilful or reckless acts and/or behaviour that may have an adverse effect on your own health and safety or the health and safety of your colleagues
- If required to undertake field work, comply, so far as you are reasonably able, with all Epic Energy safe systems of work and WHS procedures relating to field-based activities
- Positively engage in cooperation, communication and consultation in matters relating to and supporting WHS initiatives

## **Selection Criteria:**

### *Essential*

1. Tertiary qualifications in a related discipline, or demonstrated significant equivalent skills, knowledge
2. Demonstrated experience in an information management, data governance or similar position in a medium sized organisation
3. Demonstrated understanding of and experience working with information management software packages, including Microsoft 365 suite of programs
4. Demonstrated experience in SharePoint Online design or development
5. Strong understanding of information governance frameworks, data lifecycle, data security, privacy regulations and document control principles.
6. Demonstrated experience in the development and review of corporate policies and procedures.
7. Strong interpersonal skills and experience with supporting a range of internal stakeholders

### *Desirable*

1. A Bachelor's degree in Information Management, Computer Science, Information Technology, or a related field.
2. Certified Information Professional (CIP) or related credentials