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| Senior eDRMS Administrator (AO6) | | | | |
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| Chevron arrows outline | **Role type**  Number of roles: 1  Flexible full-time  Permanent role |  | **Why join us?**  *If you’re looking for a career, not a job, and want to join a passionate team, become a state shaper today!*  We are the State Shapers. We’re thinking ahead and acting now to set Queensland up for a better tomorrow.  Nowhere else offers you the chance to work on projects as far-reaching and varied as renewables and decarbonisation, the infrastructure needed for the Brisbane 2032 Olympic and Paralympic Games, and liveability.  What you’ll bring to the team is important. We design jobs using our individual and collective strengths.  The people you’ll work with are passionate about achieving big things together. We have enthusiastic people making a difference across the state. | |
| Marker outline | **Location**  Brisbane |  |
| Users outline | **Working relationships**  Division: Information and Technology Services  Reports to: Manager  Direct reports: 0  Team size: 5 |  |
| Dollar outline | **Salary**  $127,306 - $135,938 total fixed renumeration |  |
| Inbox outline | **Job ad reference**  QLD/573977/24 |  | **STATE SHAPERS**  **A CAREER, NOT A JOB**  **PASSIONATE TEAM** | |
| Monthly calendar outline | **Closing date**  Monday, 08 July 2024 |  |  | We value and respect differences and the diversity of thought and experiences all our people bring. We encourage applicants of all genders, ethnicities, ages, languages, sexual orientations, disabilities, and family responsibilities to apply. |
| Smart Phone outline | **Contact Person**  Damien Berry P: 07 3244 9332  **E:** Damien.Berry@dsdilgp.qld.gov.au |  |
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| **Your opportunity**  As Senior eDRMS Administrator within the Information, ICT Governance and Risk (IIG&R) team, Information and Technology Services (ITS), you will be responsible for the administration of an established electronic document and records management system (eDRMS). You will be part of a team who are championing enterprise-wide efficient and effective records and information management practices which support program and service delivery; informed decision-making capability; and protection of the department’s corporate memory.  **Your team**  We want you to be a part of a team that is making a difference by ensuring that DSDI has agile service delivery that, provides information and technology solutions for its clients and ensuring that information is managed as a key departmental asset. ITS ensures that policies, architecture, and standards are in place to deliver quality, effective business focused outcomes that position its clients to be able to work anytime, anywhere. |

**Your career**

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| **Your strengths** | We’re looking for the best-suited applicant for the role. We focus on your strengths by assessing a combination of your competencies, knowledge-based skills and behaviours. For this role we are looking for strengths in: | |
| * eDRMS Administration * Problem Solving | * Information Management and Recordkeeping * Contributing to a positive workplace culture |
| **Your responsibilities** | * Responsible for eDRMS (Content Manager) configuration, security control, and the provision and/or coordination of business and technical support including with other technical staff or external suppliers as required. * Provide advice and coordinate activities with other technical staff in future eDRMS software upgrades, patches, hotfixes, testing, defect resolution, and integration with other business applications. * Lead and coordinate periodic reviews of data structures including organisational groups, locations, privileged-user access, user permissions, security group membership, security breaches, information security classification, records deletion, and retention and disposal of electronic records. * Work collaboratively with the Manager to coordinate day-to-day activities of the Information Management team (eDRMS support). * Coordinate data migration activities associated with organisational and Machinery-of-Government change. * Work collaboratively with the Manager and the Vendor Management team in the delivery of eDRMS support and software licensing under contracts with external suppliers. * Identify and implement opportunities for improvement and to address pain-points associated with eDRMS administration processes and coordinate this work with other technical staff as required. * Establish a framework for the team to develop and maintain systems configuration documentation, operating procedures, and other relevant artefacts. * Maintain knowledge of relevant Information Management and recordkeeping legislation, regulations, policies, standards, and guidelines. * Participate in engagement with Information Management and recordkeeping business reference groups to promote best practice in the protection of business information and the use of eDRMS. * Perform other tasks as required by the Manager, Director, and CIO. | |
| **Role requirements** | There are no mandatory qualifications required for this role.  Experience in OpenText Content Manager administration would be an advantage. | |
| **Interested in becoming a State Shaper?** | **How to apply**  This is the place to be if you want to [make a big difference](https://www.statedevelopment.qld.gov.au/about-us/working-for-us/our-approach-and-values) to Queensland.  Learn more about our department, the recruitment and selection process, how to prepare your application, employment conditions and benefits on [our website](https://www.statedevelopment.qld.gov.au/about-us/working-for-us/apply-for-a-career-with-us).  To apply for this role, you will need to submit the following document/s.   * A copy of your current resume (3-4 pages recommended) including relevant strengths and achievements. * A brief one-page statement outlining why you are best suited for this role and how you can contribute to our workforce diversity.   Applications will remain current for a period of 12 months and may be considered for other vacancies (identical or similar) which may include alternative employment options.  **Submit your application**  Complete the online application through [SmartJobs](https://smartjobs.qld.gov.au/jobtools/jncustomsearch.jobsearch?in_organid=14904) by the closing date.  Applications from recruitment agencies will not be accepted. | |