Information Manager

The Information Manager will lead an integrated data, library and record management service to meet the needs of GNS Science. The Information Manager will be responsible for leading projects to improve data management and disciplines in GNS Science.

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<tr>
<th>Reports to:</th>
<th>Senior Manager Information Services and Technology</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Information Services and Technology</td>
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<td>Group:</td>
<td>Business Services</td>
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<tr>
<td>Tenure:</td>
<td>Permanent</td>
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<td>Location:</td>
<td>Avalon</td>
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<td>Direct reports:</td>
<td>3</td>
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<td>Budget:</td>
<td>TBC</td>
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<td>Date:</td>
<td>March 2020</td>
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Information Management functions include:

- Integrated library services and records management
- Data management and advice

Position Priorities and Responsibilities

People Leadership

- Effectively manage the Information Management team to deliver timely services to the organisation
- Recruit and develop high calibre personnel to ensure the Information Management team has the right capability to support the future success of the organisation
- Manage and review the performance, development and remuneration of direct reports
- Manage any staffing issues or disputes to ensure prompt and effective resolution
- Manage the Information Management team to ensure there is a breadth of knowledge and application of skills across the team and sufficient coverage of functions to ensure continuity of delivery
- Encourage and support the Information Services Team to identify improvement opportunities, and use initiative to develop workable solutions
- Support a positive culture and morale
- Put in place plans for business continuity and ensure staff are aware of individual responsibilities

Strategic Information Management

- Develop strategic roadmaps to provide input to business cases and strategic roadmaps for Information Management and Data Management strategies
Engage with GNS Science staff to ensure their data management, library and records needs are being considered by the information management function

Develop, promote and oversee the strategy and systems that meet the organisation’s information management needs and complies with the relevant legislation and standards

Coordinate with other areas of the Information Services and Technology Department to provide comprehensive solutions for information management at GNS Science

Provide input into the long-term requirements for infrastructure, back-ups and archive in relation to information management

Ensure that GNS Science approaches and practices regarding information management remain up-to-date and enhances GNS Science’s reputation

Look for opportunities to further integrate the data management, library and records functions to provide an integrated service to internal customers

Look for opportunities to collaborate with other CRIs

Data Management

Oversee the management of external data sharing and data access requests

Oversee the delivery and facilitation of data management

Provide input to Data Management Strategies and other improvements

Long term planning

Operational Performance

Lead the management of the library collections including online databases, acquisitions, electronic and hard copy journal, and ensure collectives meet the needs of the organisation and are delivering value for money.

Lead the management of the library services including; the photo library, bibliographic services, cataloguing and indexing services, and continue to review these services to ensure that they are fit for purpose and meeting customer needs

Lead the management of the records services; including retention and disposal, internal transfers, recordkeeping system administration, indexing, digital preservation, record archive; and continue to review these services to ensure that they are fit for purpose

Lead the organisational staff training programme on records management framework, policies and practices and library services

Review information systems, processes, and databases to ensure they are effective and efficient, taking advantage of technology solutions where possible

Oversee the auditing process of records information to ensure accuracy and compliance with policies

Develop and update the risk register of the Information Management function

Contribute to the annual planning of the Information Services and Technology Department

Financial Management

Manage the Information Services Team in accordance with budget

Adhere to the organisation’s accounting and financial control procedures and delegations

In association with the Senior Manager Information Services and Technology, establish and monitor budgets to achieve the organisation’s performance objectives
Responsibilities of all staff

- Comply with all GNS Science policies and procedures
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key Working Relationships

Internal:
- Managers and staff

External:
- New Zealand National Library, Statistics New Zealand, Crown Research Institutes, other government agencies

Person Specification

Skills, knowledge and attributes

- Demonstrated understanding of the legislative and public sector obligations for storage, access, sharing retrieval and achieving information and data including but not limited to the Public Records Act, Archives New Zealand Standards, and the Copyright Act
- Demonstrated knowledge of library services, records management and data management maturity models
- Demonstrated customer centric in approach
- Excellent communication skills
- Has a track record of meeting goals successfully
- Strong written and oral communications skills
- Able to manage and drive activity through times of ambiguity
- Proficiency with Microsoft applications including, word, excel and outlook
- Develops builds and maintain effective relationships with Māori, respecting obligations under Te Tiriti o Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol)

Experience

Essential:
- Demonstrated experience in using Electronic Document and Records Management systems
- Experience in strategic planning and implementation of procedures and templates across an organisation
- Proven business analysis skills
- Proven experience in the development of business cases and strategic road maps for Information Management and Data Management strategies
- Proven experience in influencing and building credibility across a range of stakeholders
Qualifications

Essential:
- A relevant qualification in information management or similar

Competencies

The following competencies are expected of all staff:

- **Results Orientation**: The ability and commitment to achieve effective results, and work towards or exceed agreed goals.
- **Business Focus**: The ability and desire to apply appropriate principles and practices to maximise revenue, minimise cost, while meeting our obligations.
- **Relationship Management**: The ability and commitment to develop and maintain effective relationships with groups and individuals.
- **Communication**: The ability to express thoughts and ideas clearly and consistently (orally and in writing).
- **Innovation and Initiative**: The ability and commitment to seek and use better ways of doing things (to improve personal and GNS Science performance).
- **Teamwork**: The ability to establish and maintain effective and cooperative relationships.
- **Professional Integrity**: Act in a manner that conveys high personal and professional standards.
- **Technical Expertise**: The ability to maintain and develop technical expertise.
- **Leadership and Management Skills**: The ability to inspire others to achieve desired results and to develop and enable others to realise their full potential.