



NATIONAL ARCHIVES OF AUSTRALIA

CIDGO Role Description – Example

The Data and Digital Branch supports the National Archives of Australia (National Archives) in meeting its vision and reaching its strategic goals through services, technology, infrastructure, software, security and governance of its information assets to secure and protect against cyber security threats.

Within this branch, the Chief Information and Data Governance Officer leads a team to oversee continuous improvement of agency-wide information and data governance processes and foster a culture of accountable and business-focused management of information assets. The CIDGO role is responsible for implementing the framework governing the management of all information assets across the National Archives. This includes all records, information and data created and held in locations such as social media platforms, shared drives, email, databases, as well as records management and business systems. It is a critical part of the Data and Digital Branch, building digital innovation and capability and championing the importance of effective information and data management.

Under broad direction the main duties of the role are:

- Lead enterprise-wide governance of information and data assets.
- Drive digital innovation and capability through information and data management.
- Provide leadership, expert advice and strategic direction to ensure that National Archives is an exemplar agency in meeting information, records and data governance, including requirements of the whole-of-government Building Trust in the Public Record policy.
- Champion and drive information and data access and re-use across the whole data lifecycle.
- Use expert knowledge of practical issues including system implementation/architecture to drive efficiencies in best practice management of information and data, including accountable disposal under the *Archives Act 1983*.
- Maintain and co-ordinate implementation of the National Archives' Information and Data Governance Framework which includes the National Archival Collection and corporate data as vital information assets.

- Deliver reporting requirements including to the Information and Data Governance Committee and complete annual Check-up submissions for National Archives.
- Identify, maintain and protect National Archives information and data assets, including maintaining an Information Asset Register and maintain and operate the Recordkeeping System (Electronic Document and Records Management System).
- Engage with a wide variety of stakeholders and build relationships, both internally and externally.
- Lead a high performing team and create a positive environment and understands the importance of culture to succeed.
- Promote and apply the APS and National Archives values and contemporary people management principles and practices in diversity, workplace health and safety and participative management.
- Implement, promote and apply National Archives' Vision, Mission and Commitments.

Qualifications (or demonstrated experience) in information and data management or other relevant disciplines are essential.