Information management

Queensland Government IT Graduate Program

## Information management officers research emerging technologies, information management practices and trends and identify how these apply to their ICT agency/department within the Queensland Government. The information management officer liaises and consults widely to promote and market effective corporate information management practices. They maintain an up to date knowledge of government information policies and standards and legislative requirements.

## This means you will have the opportunity to:

* foster relationships with a wide range of stakeholders
* contribute to research and analysis on ICT public policy and strategy
* review and draft operational policies relating to the management, deployment and use of corporate information
* assist with the preparation of data and information reports, publications and presentations
* contribute to writing briefs, submissions and correspondence
* assist with projects, initiatives, administration and support.

## The ideal candidate will have:

* strong organisational skills and problem solving skills
* the ability to analyse and collate information
* effective communication, time management and problem solving skills
* a high level of interpersonal and liaison skills
* an ability to produce detailed and accurate work including high level writing skills
* integrity, be discreet and be able to maturely deal with sensitive issues.

## Examples of technical skills and qualifications

**Knowledge of:**

* modern research techniques and project management
* information management and information sharing
* change management.

**Understanding of:**

* Government writing styles
* Project, data capture and research reporting
* Risk management
* Stakeholder engagement

**Qualifications:**

* your degree may be in information management, law, business, information technology or telecommunications.