

**Terms of References for
Information Management Advisor**

Job Title :Information Management Advisor
Reports to :Chief Secretary – (for IG Taskforce activities)
Deputy Chief Secretary, National Disaster Management Office – (for NDMO activities)
Support :NDMO and IG Taskforce
Duty Station :Office of the Chief Secretary - Majuro, Republic of the Marshall Islands
Duration :2 years

Back Ground:The NDMO’s ‘Bok am Melele’ (BAM) Information Management (IM) Strategy is the timely opportunity to pilot and guide IM innovation over the coming years. It targets a mature approach to IM, including people, governance and processes beyond technology. The National Disaster Management Office (NDMO) Team, within the Office of the Chief Secretary (OCS) of the Republic of the Marshall Islands (RMI) Government, developed this new strategy in collaboration with stakeholders during workshops, meetings and discussions. This process allowed the Team to develop ownership and creative solutions for new ways of doing business with better services. The BAM Strategy was finalized on 11 June 2017.

At its meeting on 9 November 2017, the Cabinet approved the establishment of the Information Governance Taskforce (IGTF) to:

- 1) implement the IG related actions under RMI Cabinet’s Agenda 2020;
- 2) conduct IG diagnostic and needs assessments for the public sector;
- 3) Establish a comprehensive IG framework and policy;
- 4) Develop a medium-term (3 years) RMI IG Modernization Plan;
- 5) Promote and support a national repository;
- 6) Improve and incentivize data management and information sharing; and
- 7) Promote and use reliable data for improvement in response to Agenda 2020

The NDMO BAM IM Strategy is aligned to the RMI Cabinet’s Agenda 2020 with various reforms and activities to improve information management and good governance. It serves as a pilot and model to learn and adapt whole-of-government approaches to information management. The Information Governance Task Force will follow the NDMO and BAM activities closely to analyse and optimize Government practice and processes. This is an exciting opportunity to coordinate and collaborate with Government partners towards improved data, information and knowledge sharing with services.

The Information Management Advisor will provide a range of services that includes providing strategic and operational advice and support to the NDMO in the implementation of the BAM strategy, working collaboratively in a digital environment, developing and using appropriate corporate information management tools, and providing high-level advice and support to the IG Taskforce to help achieve its goals and objectives.

In performing their duties, the IM Advisor will also need to align the activities carried out as part of this consultancy to *Cabinet's RMI Agenda 2020: A Framework for Progress* and in particular a reform area to "Improve and integrate IT systems in government". The identified priority actions and targets under this reform area are:

Use of information technology (IT) systems to improve efficiency and transparency of government

- *Target:* In 2016 form a new Government IT task force (ITTF) and complete an IT action plan for the 2017-2019 period; small task force to work full-time on IT development over the period

Improve external access and information sharing, dramatically improve government's websites, including a new central website with links to all major ministries and agencies; make available online basic documents such as applications, forms, and reports

- *Target:* In 2016-2017, establish a new, centralized RMI government website, with sub-sites for all major ministries and agencies; follow a standard design and web system to ensure consistency and ease of navigation

Improve internal communication, information-sharing, and processes, establish a central network with shared communication platforms and printing function

- *Target:* In 2017 begin a networking project to improve internal networks within main ministries and across the entire government

The NDMO BAM IM Strategy provides guidance for expanding and strengthening information management in the NDMO. The BAM targets the agreed problem and priority of a 'shared system to find information easily, with reduced duplication through storage creating a 'single point of truth' (SPOT). This includes the development and implementation of the components of the BAM, responding to identified gaps, and can be seen as part of the disaster recovery framework following the RMI drought Post Disaster Needs Assessment (PDNA).

The strategy also supports resource mobilization for the NDMO to progress the institutional strengthening with a focus on IM. Finally, it documents and models an innovative approach in the Pacific region, namely mature information management.

The Goals of the BAM IM Strategy are:

- 1: Establish an enabling environment for information management in the NDMO.
- 2: Ensure adequate capacities and capabilities for information management.

- 3: Ensure good governance for IM.
- 4: Develop and improve processes for IM.
- 5: Support, standardize and maintain technology.

Key Responsibilities and Tasks

The IM Advisor will:

- Work collaboratively with the NDMO Information Management Officer to implement the BAM strategy and provide recommendations that align with the strategic direction of the NDMO and Office of the Chief Secretary including the requisite reporting requirements for the National Sustainable Plan, National Adaptation Plan (being developed) and Sendai Framework
- Provide specialist advice to NDMO staff on the management of data, information, privacy and records to ensure information is managed as an asset and develop the IM processes for the office.
- Provide specialist advice and support across Office of the Chief Secretary, NDMO, and the IG Taskforce to embed increasingly mature data and information record management practices and frameworks,
- Assist both NDMO and the IG Taskforce develop, deliver and maintain components of a data and information management program that includes policies, frameworks, processes and tools
- Explore opportunities to grow and transform the NDMO through well-thought-out processes, data and technology solutions, including capacity building for the NDMO IM Officer.
- In consultation with key Ministries, develop set of standards that will be used in data management to help integrate IM systems with in the RMI and abroad.
- Work with the IG Task Force to implement the IG related actions, meet the targets under Agenda 2020 and helping them better align their respecting Ministries and Agencies Information Management to a “single point of truth”
- Develop an information management process that allows proper management of information including defining roles and responsibilities for IG Task Force to ensure the Information Management lifecycle is maintained
- Contribute to the development and delivery of educational programs that promote a strengthening workplace culture where information management and privacy is a core element of work processes and practice.
- Carry out other duties as assigned by the Deputy Chief Secretary.

Qualifications:

Postgraduate degree from a recognized University or College in Information Systems, Records, Archives, and or Knowledge Management/ Information Management OR a Bachelor's degree in similar fields with minimum 10 years of experience in Information Systems, Knowledge Management/Information Management or related field.

EXPERIENCE

Minimum 10 years of experience in information management, records management and/or Library services OR A combination of equivalent education, job-related training, and work experience in a related position.

Skills:

- Ability to manage a diverse workload and deliver high quality outputs
- High-level written and verbal communication, interpersonal, consultation, presentation and stakeholder management skills.
- Ability to provide leadership and provide expert advice and communicate information on information management issues to a variety of stakeholders.
- Build and maintain relationships across an organization, using appropriate style and method to communicate with other
- Ability to prioritize and manage your time and workload appropriately to ensure timely delivery of key milestone
- High-level of research, conceptualization, analytic and problem-solving skills
- Demonstrated training development and delivery skill
- Demonstrated team and project management skills
- Understanding and appreciation of cultures and traditions of the Pacific Island countries and ability to work within local social and cultural settings

Attributes:

- Can work independently with minimal supervision, while also possessing the ability to work collaboratively and cohesively within a small team.
- Has a strategic approach to contemporary information management and information governance, and the ability to provide and implement innovative and effective solutions to complex information management problems.
- Is a leader and has experience effecting organizational change to effectively implement and embed information management best practices.
- A motivated self-starter, who uses their initiative, takes responsibility and required action, is consultative when necessary, and is decisive within the scope of their responsibility.