JOB CRAFTING: *Get the Job you want in the Job you have!*

***DAVID ROBINSON**, COORDINATOR INFORMATION MANAGEMENT*

CITY OF GREATER GEELONG, AUSTRALIA

AI+IM GLOBAL SUMMIT

We Acknowledge the Wadawurrung People as the Traditional Owners of the Land, Waterways and Skies.

We pay our respects to their Elders, past and present and emerging.

We Acknowledge all Aboriginal and Torres Strait Islander people who are part of our Greater Geelong community today.

CITY OF GREATER
GEELONG
Darwin
Northern
Territory
Queensland
Western
Australia
South
Australia
Brisbane
New South
Wales
Adelaide
Sydney
Perth
ACT
Victoria
Melbourne
Geelong
Tas

HOW TO

JOB CRAFT

ENTER:

CITY OF GREATER GEELONG

JOB CRAFTING!

TASK:

CITY OF GREATER GEELONG

SELL COMPLIANCE AND "BORING" RECORDS TO THE ORGANISATION...

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CITY OF GREATER GEELONG

What 'NEGATIVE' comments have you heard about IM work?

All responses to your question will be shown here

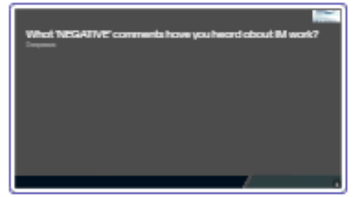
Each response can be up to 200 characters long

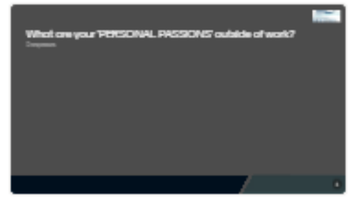
Turn on voting to let participants vote for their favorites

Menti

AIIM Job Crafting Live 3...

Choose a slide to present





WHAT IF?

CITY OF GREATER GEELONG

YOU TRIED SOMETHING DIFFERENT?

EASY!

CITY OF GREATER GEELONG

EVERYONE LOVES RECORDS RIGHT!?

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What is the 'DRY' aspect of your work you have to do?

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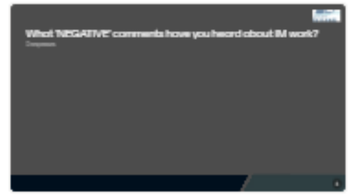
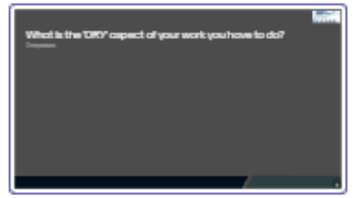




EXAMPLE?

SURE!
HERE ARE A COUPLE WE PREPARED EARLIER...

Fundamentals of Information Asset Register

(and perhaps a little reef keeping)

Who am I?

Just an IT Guy that fell into Record Keeping

Fundamentals of Information Asset Registers

Tip 1:

Assess the information

Identify actual source
Value
Sensitivity
Owner

Tip 2:

Classify and organise

Retention Schedule
Metadata Standards
Naming Conventions
Dependencies

Tip 3: Protect & Maintain The Data

Tip 4:

Regularly Review and update

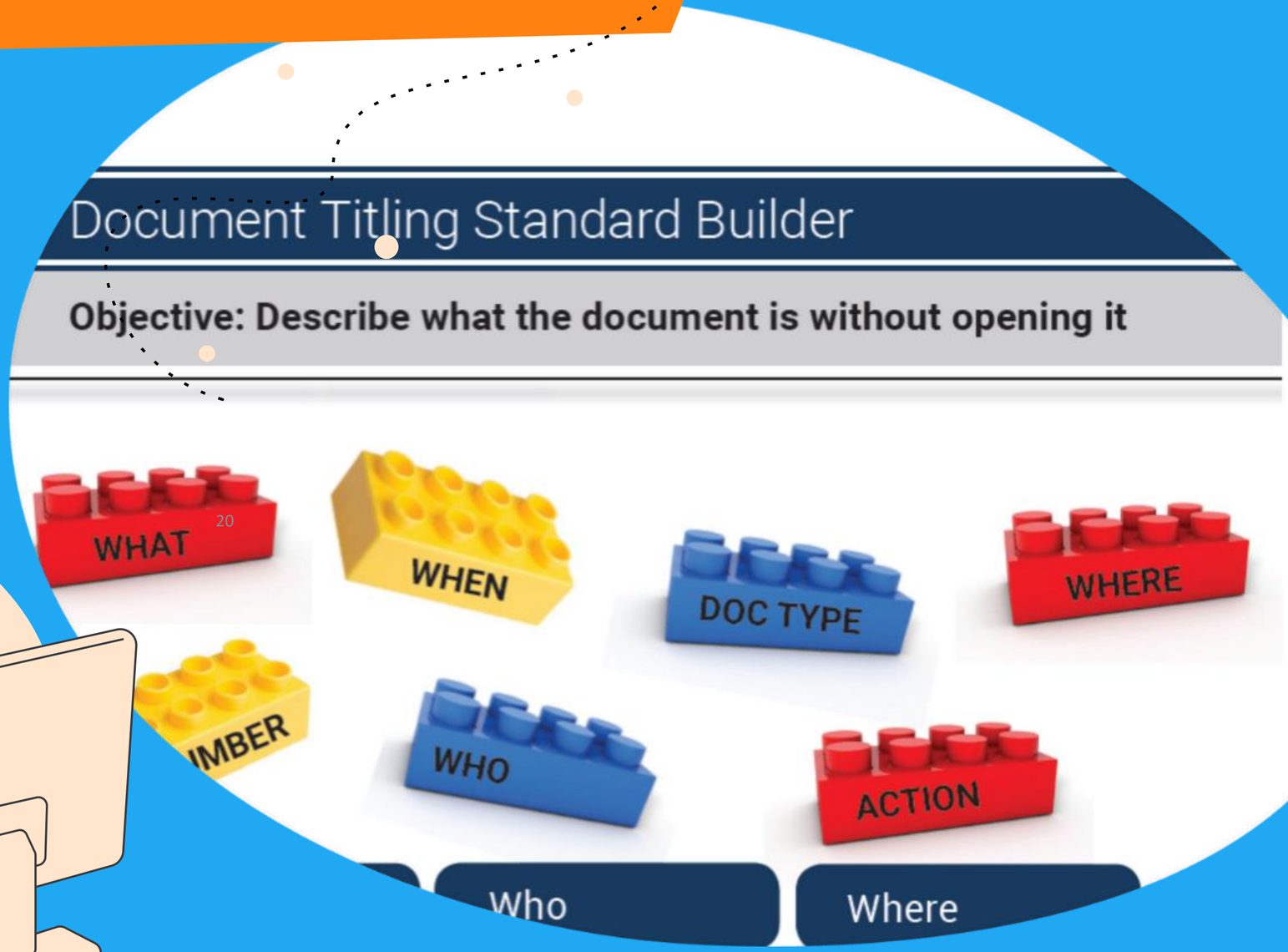
Tip 5: Importance of Disposal

RESULT

POST PRESENTATION CONVERSATIONS

NAMING CONVENTIONS

MOORABOOL
SHIRE COUNCIL



USE CASE #2:

MOORABOOL
SHIRE COUNCIL

Give them the idea and tell them a story…

Moorabool

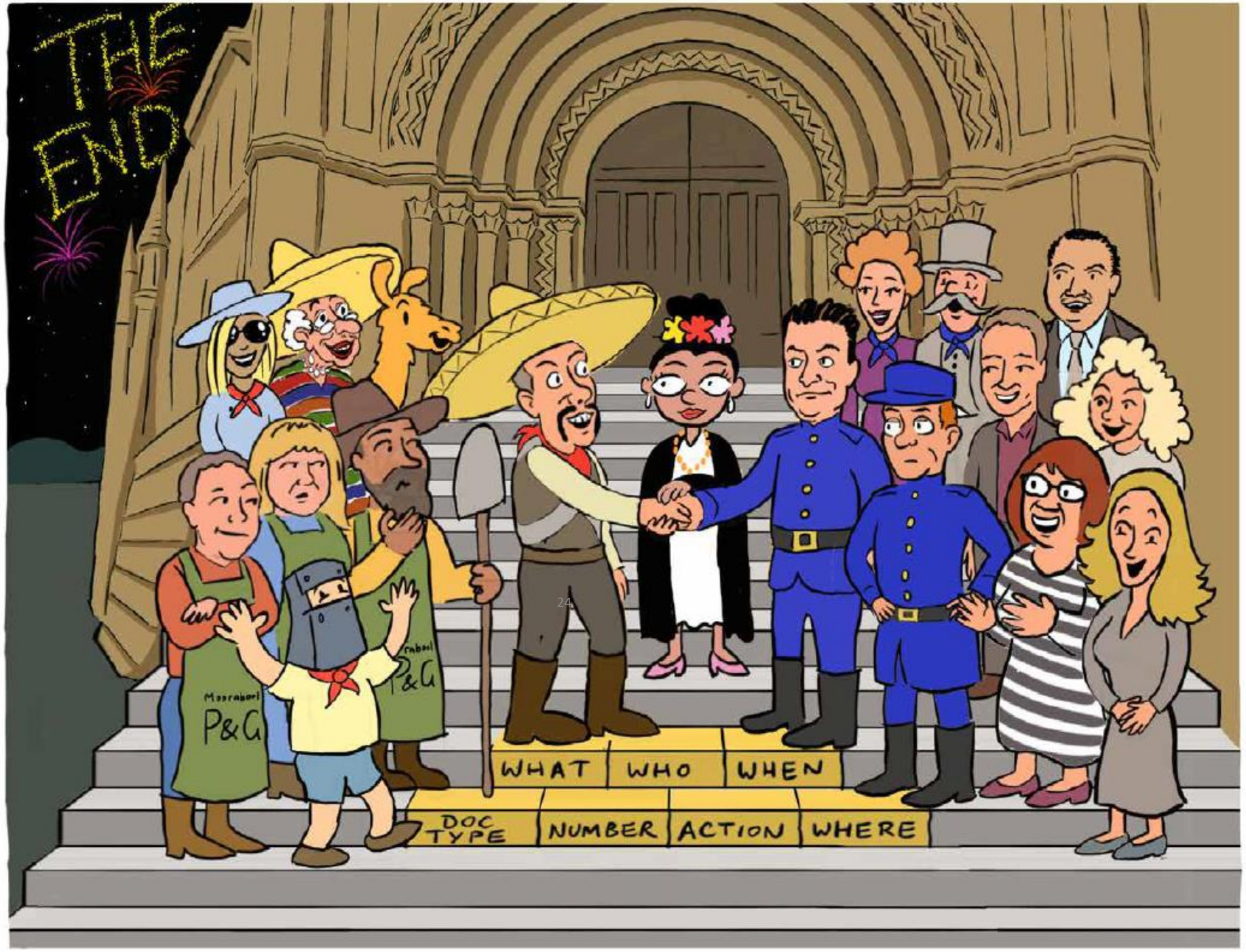
A Metadata Journey

David Robinson
Keith McDougall

MOORABOOL
SHIRE COUNCIL

PROJECT

MOORABOOL
SHIRE COUNCIL


THE END
P&G
P&G
WHAT
WHO
WHEN
DOC TYPE
NUMBER
ACTION
WHERE

50
Xiu's Cafe
20

TROOPER JEFFREY
Law. Order.
Collingwood
supporter?
PROJECT
YOU
JOIN THE HUNT!
e-mail: projectX@moorabool.vic.gov.au
PROJECT
STAN "DOC" TITLES
For everything
and everybody!
PROJECT

TROOPER JEFFREY
Law. Order.
Collingwood
supporter?
YOU
JOIN THE HUNT!
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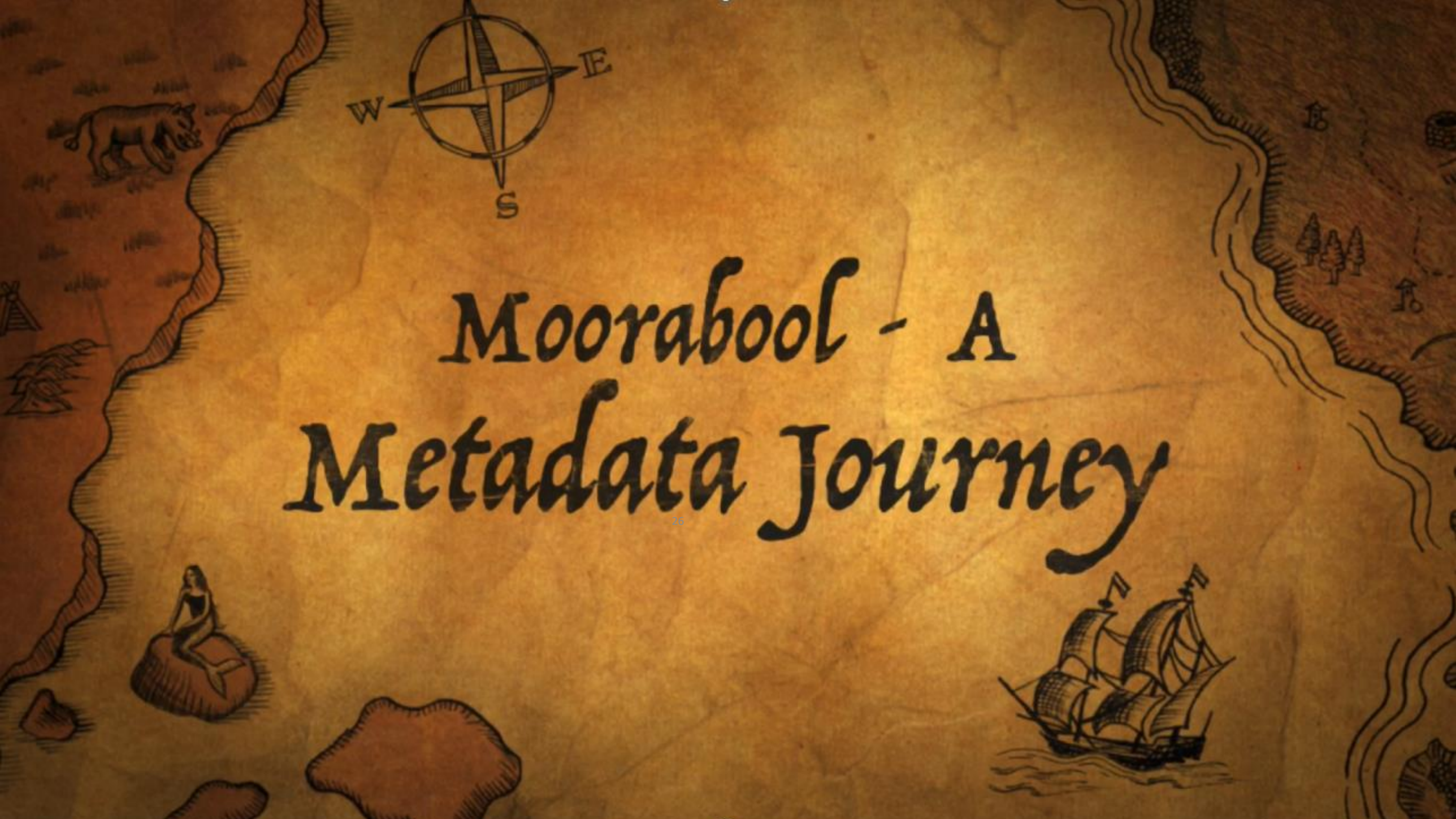
W
E
S
Moorabool - A
Metadata Journey

RESULT

INCREDIBLE UPTAKE OF NAMING CONVENTIONS

MAV
TECHNOLOGY
LOLA
AUSTRALIA
MAV Technology
Awards for Excellence 2022
Collaboration or Partnership
Moorabool Shire Council's
Project X (Naming Conventions)
Moorabool - A Metadata Journey
Proudly sponsored by
Sentaris
MAV TECHNOLOGY
David
Clark

SOMETHING SMALLER?

PAPER PLANE CHALLENGE

CITY OF GREATER GEELONG

NEW TO ORGANISATION TEAM BUILDING ACTIVITY

FUN!

TEAM BUILDING ACTIVITY

TAKEN TO THE WHOLE ORGANISATION

TAKE OFF!

RESULT?

CITY OF GREATER GEELONG

FUN
ENGAGEMENT
CONNECTIONS
AWARENESS

COLLECTIVELY

FUN

STEALTH

PROACTIVE

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What are your 'PERSONAL PASSIONS' outside of work?

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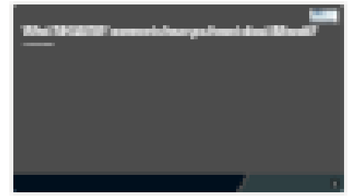

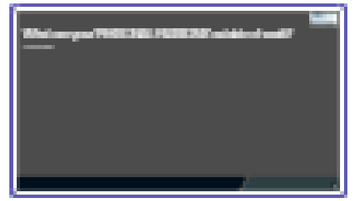

RESULT

Use personal passions to reinvigorate your day job

THE TAKEAWAY?

CITY OF GREATER GEELONG

RE-INVIGORATE

JOB CRAFT

ENCOURAGE OTHERS

HAVE SOME FUN

EXECUTIVE WANT THIS

ASK:

WOULD I BE STANDING HERE PRESENTING IF I HAD NOT JOB CRAFTED?

QUESTIONS

CITY OF GREATER GEELONG

THANK YOU

THANK YOU!

David Robinson

Coordinator Information Management

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