

1. TITLE

1.1 Position: **RECORDS OFFICER**

1.2 Salary Level: **2**

2. CONTRACT

City of Nedlands Enterprise Agreement 2010

3. DIVISION

Corporate Services

4. DEPARTMENT

Corporate Services

5. POSITION OBJECTIVES

- 5.1 To assist the Records Coordinator to continuously develop and maintain the records management system that meets the legislative obligations and the Corporate Services' goals and objectives
- 5.2 To assist employees in all aspects of records management to ensure accurate and accessible information services

6. QUALIFICATIONS, SKILLS, KNOWLEDGE & EXPERIENCE

- 6.1 Study towards Records Management and/or Records Management experience
- 6.2 High level computer skills (MS Office)

- 6.3 Knowledge of the LISWA policies and standards and the legislative requirements of Records, including the State Records Office
- 6.4 Commitment to excellent customer service
- 6.5 A strong team based work ethic and a customer service work ethos
- 6.6 Experience with property based records
- 6.7 Experience with Electronic Document Management
- 6.8 Knowledge of relevant Acts regulating Records Management

7. KEY DUTIES/RESPONSIBILITIES

7.1 Operational

- 7.1.1 To collect mail including faxes
- 7.1.2 To assist with the sorting, opening of all mail
- 7.1.3 To scan and register all incoming and outgoing mail
- 7.1.4 To distribute all incoming mail electronically
- 7.1.5 To register council email
- 7.1.6 To assist in the analysis of files/information for archiving within general retention procedures
- 7.1.7 To process requests for retrieval of archived information
- 7.1.8 To assist in file tracking and file creation
- 7.1.9 To circulate files to officers in accordance with established procedures
- 7.1.10 To process customer queries
- 7.1.11 To assist the continuous development of the Property Record Management System
- 7.1.12 To assist in the continuous development and support of the Records Management System
- 7.1.13 To maintain the Corporate Library
- 7.1.14 To assist the processing of Freedom of Information requests

7.2 Strategic

N/A

7.3 Human Resources

N/A

7.4 Council Support

N/A

7.5 Occupational Safety and Health

- 7.5.1 To be responsible for ensuring own safety and health and that of other people in the workplace
- 7.5.2 To comply with Occupational Safety and Health legislation and the City's OSH Policies and Procedures

7.6 Risk Management

- 7.6.1 To comply with the City's Risk Management Policies and Procedures
- 7.6.2 To be responsible for reporting possible risks in relation to operational procedures

8. ORGANISATIONAL RELATIONSHIPS

8.1 **Responsible to:** Records Coordinator

8.2 **Supervision of:** N/A

8.3 **Internal Liaison:** All Employees

8.4 **External Liaison:** State Records Officer
Library and Information Services of WA
Records Management Association of Australia
Local Government Records Management Group
Information Commissioner
Equipment Suppliers
General Public

9. EXTENT OF AUTHORITY

- 9.1 Operates under the general direction of Records Coordinator and freedom to make decisions in accordance with policies and procedures
- 9.2 Exercises a degree of autonomy however, freedom to act is governed by role, policy and budget constraints.
- 9.3 Assistance available for problem solving



9.4 Work outcomes monitored

Authorised by Director Corporate Services

28 June 2011