



## 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

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Authorised by Director Corporate Services

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28 June 2011