



City of Nedlands

Just 7km from Perth, the City of Nedlands stretches from the banks of the beautiful Swan River to the shores of the Indian Ocean and boasts beautiful parks, reserves, private gardens and stunning period architecture. The City is a hub of commercial activity with a vibrant coffee and restaurant culture, extensive medical facilities and services, tertiary education institutions and a wide mix of high-end commercial and retail outlets. The City employs a culturally diverse and dedicated workforce committed to maintaining and improving community outcomes.

Records Coordinator: Ref 3499
Maternity Relief (6 months, extension possible)
\$55 000 – \$59 500 pa (pro-rata)
Plus up to 11% superannuation

The primary role of the Records Coordinator is to maintain the City's Record Management System (TRIM) and complete project planning and project work for the Records area. In this capacity, you will be required to assist employees in all aspects of Records Management, implement training to ensure accurate and accessible information service and meet the City's Freedom of Information obligations.

The applicant will possess a degree (or working towards) in a relevant discipline and have thorough knowledge of relevant legislation. You will also be required to have excellent interpersonal and communication skills as well as supervision skills. Experience in TRIM Electronic Document Records Management System would be favourably considered.

This is a full time position, however part time hours would be considered for the right candidate.

Confidential enquiries can be directed to Natalie Wilson, Acting Corporate Services Coordinator on (08) 9273 3500.

Applications should quote the reference number and include a covering letter and resume demonstrating the ability to perform the key duties and responsibilities. The position description is available on the City's website, nedlands.wa.gov.au. Applications should be sent to Human Resources, City of Nedlands, PO Box 9, Nedlands WA 6909 or emailed to council@nedlands.wa.gov.au.

Applications must be received by Human Resources no later 5 pm on Friday 13 April 2012.

1. TITLE

1.1 Position: **RECORDS COORDINATOR**

1.2 Salary Level: **4**

2. CONTRACT

City of Nedlands Enterprise Agreement 2010

3. DIVISION

Corporate & Strategy

4. DEPARTMENT

Corporate Strategy & Systems

5. POSITION OBJECTIVES

- 5.1 To develop and maintain a Records Management service in accordance with the City's Strategic Plan that complies with legislative obligations
- 5.2 To assist employees in all aspects of Records Management to ensure accurate and accessible information services
- 5.3 To meet the City's Freedom of Information obligations

6. QUALIFICATIONS, SKILLS, KNOWLEDGE & EXPERIENCE

- 6.1 Tertiary qualifications (or working towards) in Records Management or related discipline
- 6.2 Demonstrated experience with Electronic Document Records Management Systems
- 6.3 Experience in Freedom of Information

- 6.4 Good computer literacy skills
- 6.5 A demonstrated commitment to customer service
- 6.6 Detailed knowledge of relevant legislation
- 6.7 Time management and organisational skills
- 6.8 Budgeting & Numeracy Skills
- 6.9 Supervision skills
- 6.10 Highly developed interpersonal skills
- 6.11 Good written communication skills

7. KEY DUTIES/RESPONSIBILITIES

7.1 Operational

- 7.1.1 To maintain the City's Records Management System (TRIM), ensuring compliance with relevant legislation and in accordance with the City's Strategic Plan
- 7.1.2 To prepare and implement training and induction programs for all employees in the use of the City's Records Management System
- 7.1.3 To develop and implement policies and procedures in accordance with the City's Strategic Plan and to meet organisational requirements
- 7.1.4 Ensure accurate and timely dissemination and retrieval of information in accordance with the City's Strategic Plan
- 7.1.5 To action Freedom of Information requests received by the City
- 7.1.6 To produce and maintain Records Management statistical reports as required
- 7.1.7 Ensure accurate and appropriate storage, archiving and disposal of records
- 7.1.8 To monitor monthly budget spending and provide input into the Records Department annual budget preparation
- 7.1.9 To prepare and implement Records Management Project Planning

7.2 Strategic

- 7.2.1 To assist in the development, review and implementation of the City's Recordkeeping Management Plan in accordance with relevant legislation and the City's Strategic Plan

7.3 Human Resources

- 7.3.1 Provide direction and supervision of Records Team employees in their day-to-day operations in accordance with City Policies and Procedures
- 7.3.2 Set and monitor employee goals to achieve optimum performance standards whilst maintaining safe work practices
- 7.3.3 Provide technical advice to employees as required

7.4 Council Support

- 7.4.1 N/A

7.5 Occupational Safety and Health

- 7.5.1 Responsible for the Records Team's compliance with the *Western Australian Occupational Safety and Health Act 1984*, the *Occupational Safety and Health regulations 1996* and the City's OSH policies and procedures
- 7.5.2 To promote and lead a positive, proactive safety culture to all staff
- 7.5.3 To be responsible for ensuring own safety and health and that of others in the workplace

7.6 Risk Management

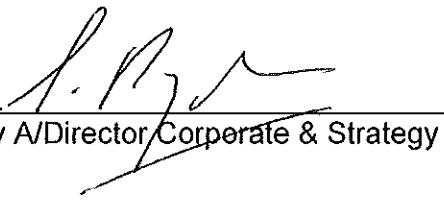
- 7.6.1 To comply with the City's Risk Management Policies and Procedures
- 7.6.2 To be responsible for reporting possible risks in relation to operational procedures

8. ORGANISATIONAL RELATIONSHIPS

- 8.1 **Responsible to:** Corporate Services Coordinator
- 8.2 **Supervision of:** Records Team
- 8.3 **Internal Liaison:** All staff
- 8.4 **External Liaison:**
 - State Records Office
 - State Library of WA
 - Records Management Association
 - Local Government Records Management Group
 - Information Commissioner
 - General Public
 - TRIM Software Users Group
 - Offsite storage facilities

9. EXTENT OF AUTHORITY

- 9.1 Position establishes own priorities and workflows
- 9.2 Authorised to provide technical advice and guidance on matters relating to Records Management
- 9.3 Position can make decisions in relation to the day to day operations of Records Management under the broad direction of Manager Corporate Services and within the City's Policies and Procedures


Authorised by A/Director Corporate & Strategy

last reviewed on 26/3/2012