



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 employs a culturally diverse and dedicated workforce committed to maintaining and improving community outcomes.

**Records Officer: Ref 3549**  
**\$43 500 – \$47 525 pa**  
**Plus up to 11% superannuation**

The City of Nedlands is seeking a detailed-oriented Records Officer who is capable of processing information accurately and quickly. The Records Officer will provide a range of services that include managing the registration, disposal and retrieval of files and archives, tracking and recording file movements, as well as providing support, technical advice and training to all users, in order to contribute to an effective and efficient records management service.

Applicants will preferably possess or studying towards a Records Management qualification and/or has relevant experience. You will also be required to have excellent customer service skills, strong team ethic, high level of computer literacy skills and have knowledge of LISWA policies and standards and the relevant Records Management legislations. 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 Phoebe Huigens, Acting Manager Corporate Strategy & Systems 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](http://nedlands.wa.gov.au). Applications should be sent to Human Resources, City of Nedlands, PO Box 9, Nedlands WA 6909 or emailed to [jobs@nedlands.wa.gov.au](mailto:jobs@nedlands.wa.gov.au) by 5pm on Friday 30 November 2012.



**1. TITLE**

1.1 Position: **RECORDS OFFICER**

1.2 Salary Level: **2**

**2. CONTRACT**

City of Nedlands Enterprise Agreement 2010

**3. DIVISION**

Corporate & Strategy

**4. DEPARTMENT**

Corporate Strategy and Systems

**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

6.9 Current 'National Police Certificate'



## **7. KEY DUTIES/RESPONSIBILITIES**

### **7.1 Operational**

#### **7.1.1 Records Management - 80%**

Undertake a range of records management activities including:

- Indexing, registration and distribution of documents, using the electronic document and records management system (TRIM)
- File creation using keyword classification.
- Closing and sentencing files in accordance with SRO approved disposal authorities.
- Document/File handling and movement, including storage, retrieval, audit trails and tracking.
- Updating and maintaining the EDRMS.
- Provide information management induction/training to staff
- Compiles statistics from the EDRMS
- To assist in the continuous development and support of the Records Management System
- To maintain the Corporate Library

#### **7.1.2 Customer Relations - 15%**

- To process customer queries including retrieval of archival information

#### **7.1.3 Other reasonable duties and tasks, as required - 5%**

- 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 A/Director Corporate & Strategy

12/11/12

9/11/2012

