

RWA 2013-03 27/2/13



Listed 27 Feb 2013

Advertiser: Relationships Australia Western Australia

Code: 114-086-5530



Records Management Officer

This position involves searching, retrieving, and managing records from government and non government agencies on behalf of Forgotten Australians and Former Child Migrants living in Western Australia.

Key Responsibilities

- Develop, implement and maintain robust systems for the management of files, records and data collection for the service
- Liaise with government and non government past care providers and other record holders to access records including family tracing
- Keeping abreast of, and contribute to developments and information for the Find and Connect Web Resource
- Keeping service staff fully informed of status of all record retrieval processes
- Assisting client to trace family members

Key Competencies

- Records Management and Administration
- Interpersonal and Communications Skills
- Knowledge and understanding of issues related to Care Leavers, process of records retrieval, and legislation relevant to service
- Teamwork

Essential selection Criteria

- Tertiary qualifications in Records Management, Librarianship, or other relevant disciplines
- Demonstrated knowledge of requirements for accessing records, including adoption records from government and non government sources
- Experience in records keeping, storage, and data management.
- Demonstrated competency in the use of technology and data bases.
- Knowledge of privacy legislation and legal and administrative requirements for records access
- Proven on-line research capability and understanding of family history/genealogy
- Understanding of the history of institutional and out of home care in Australia and issues / barriers faced by Forgotten Australians and Former Child Migrants
- Demonstrated ability to act empathetically with cross-cultural sensitivity and understanding
- Demonstrated administrative skills and computer literacy

The position is:

- Part-time - initially 2 days per week
- Located in West Leederville

For further information please contact Mary-Jo Morgan on 08-9489 6388

Application Instructions:

Please forward your expression of interest and current resume to
maryjo.morgan@wa.relationships.com.au

Applications close on Monday, 11 March 2013