



**Classification Evaluation Date:** May 2011  
**Current Version Date:** May 2011

## **JOB DESCRIPTION FORM**

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Department of Agriculture and Food  
20115076; Information Officer

### **POSITION DETAILS**

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Classification/Level 2  
Award/Agreement PSA / PSGA  
Org Unit Documents and Records Management  
Physical Location South Perth Head Office

### **REPORTING RELATIONSHIPS**

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Number of Positions Supervised none

**SUPERVISOR**  
Position Number 98000197  
Position Title Coordinator  
Classification/Level 5

### **KEY WORK DESCRIPTION**

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*This section provides a brief summary of the key functions of the position.*

Indexes, scans and classifies corporate documents and files to capture vital business information.  
Provides advice to staff on records management.  
Manages the department's information storage and retrieval processes.  
Assists in managing the department's archival holdings, including sentencing and disposal of records.  
Assists in the implementation and use of the Electronic Document Records Management System over the whole of the department.

## **ORGANISATIONAL CONTEXT**

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*This section provides a synopsis of the Organisation and its goals.*

As an economic development agency the department's purpose is to maximise the sustainable contribution of the agriculture and food sectors to Western Australia. The department's high-level outcomes will contribute to, social and environmental responsibility; stronger focus on the regions; and outcome based service delivery. The department's investment priorities, are aligned with these outcomes and our efforts will focus on a whole of supply chain approach, by identifying, supporting, and promoting a competitive and profitable industry sector and diversified markets.

## **WORK DESCRIPTION**

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*This section outlines the results and outcomes required of an individual in this position.*

### DOCUMENT MANAGEMENT

Index and classifies documents using the Data Entry Standards, the Business Classification Scheme and the Department's Electronic Document Records Management System, Objective.

Assists with Business Classification Scheme maintenance and development

Determination of new file subjects and titles

Indexes all incoming correspondence for the Director General and Executive Directors

Assist in managing and maintaining the folder structure in Objective

### ARCHIVES MANAGEMENT

Assists in conducting appraisals of the Department's records for retention and disposal.

Assists in controlling archival and on-site storage processes

Assists in controlling the destruction process and recommends destruction in accordance with the Department's Retention and Disposal Schedule and the State Records Act 2000.

Monitors of the disposition activities carried out by Departmental staff

Assists in reviewing and recommending changes to the Retention and Disposal schedule

Liaises with off-site storage providers and ensure that agency records are consigned and managed in accordance with the State Records Office WA guidelines.

Arrange retrieval of records as required

#### GENERAL

Performs file audits as required.

Maintains up to date knowledge of records management issues and trends.

Applies relevant safety procedures/guidelines and equal opportunity principles to performance of work.

Applies the guidelines and principles of the Western Australian Public Sector Code of Ethics and the Department's Code of Conduct.

Performs other duties as required.

## **WORK RELATED REQUIREMENTS**

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*This section outlines the mix of pre-employment requirements and competencies required of an individual in this position. The following is to be read in the context of the preceding sections of this document.*

### **ESSENTIAL PRE-EMPLOYMENT REQUIREMENTS**

Australian citizenship or permanent resident of Australia as defined by the Commonwealth Immigration Act (if not currently held, must be acquired prior to commencement at applicant's expense for permanent appointment). For appointment on a casual or fixed term basis a relevant work visa must be held (if not currently held, must be acquired prior to commencement at applicant's expense) if not an Australian citizenship or permanent resident of Australia.

Valid and current Western Australian C (car) class motor drivers licence, or equivalent may be required for identified positions (if not currently held, must be acquired prior to commencement at applicant's expense).

### **"CORE" ESSENTIAL CRITERIA**

We are looking for someone with proven ability to apply records and/or information management practices and principles. Demonstrated ability in indexing, the use of computerised information systems and classification methodologies is also required. Especially in a large organisational records unit is desirable.

The successful applicant will have sound time management, conceptual and analytical skills.

We are looking for applicants who have demonstrated workplace communication skills, including but not restricted to well-developed verbal and written communication skills, teamwork skills, interpersonal skills and commitment to quality customer service.

Note:

Consideration will be given to your alignment to the value sets and needs of the Department, workgroup, customer and community.

**SPECIAL EQUIPMENT/REQUIREMENTS**

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N/A

**CERTIFICATION**

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N/A

Signature: \_\_\_\_\_  
Date:                   /   /