



ADVERTISEMENT

SHIRE OF CARNARVON *'Catch a Taste of the Great Life'*

RE-ADVERTISED SENIOR RECORDS OFFICER POSITION 01/2018

Based in Carnarvon, the gateway to Australia's Ningaloo Coast, this position provides exceptional career opportunities, and the benefits of living within very close proximity to the Ningaloo Reef and World Heritage areas. Equally, the vast Australian outback will beckon you and a visit to the majestic Kennedy Range is not to be missed. With an exceptional climate (average yearly temp of 26°C), and a vibrant and diverse community which offers exciting culinary delights, you need to come to Carnarvon and 'Catch a Taste of the Great Life'.

The Shire of Carnarvon has a challenging and rewarding career opportunity for a Senior Records Officer. We are seeking a self-motivated and enthusiastic person with a commitment to the provision of high quality customer service to both internal and external stakeholders.

The primary function of this position is to provide and maintain an effective and efficient records management system, ensuring the Council's compliance with statutory and regulatory requirements and policies ensuring the continuous improvement of the Shire of Carnarvon records management systems.

Applicants will need to be energetic, highly motivated, possess strong customer focus and advanced computer and organisational skills, and a willingness to be part of a small, busy team. A demonstrated competency in Records Management systems, procedures and practices including the use of computerised records management systems, is required.

Depending on your qualifications and experience, a cash component of \$72,935 – \$75,897 per annum (exclusive of allowances as per Shire of Carnarvon Policies) superannuation (up to 11.50%) and five weeks annual leave loading is offered.

Interested?

An information package can be obtained by contacting the Organisational Development Coordinator by email lynn.d@carnarvon.wa.gov.au or on 9941 0030, or Council's website at www.carnarvon.wa.gov.au.

Applications must include the Employment Application Acknowledgment and address the selection criteria. Applications should be forwarded to the Organisational Development Co-ordinator, Shire of Carnarvon, PO Box 459, Carnarvon WA 6701, or by email – lynn.d@carnarvon.wa.gov.au by no later than 4pm Monday 16th April 2018.

The Shire of Carnarvon is an Equal Opportunity Employer.

Mark Dacombe
ACTING CHIEF EXECUTIVE OFFICER