

DEPARTMENT OF EDUCATION

Business and Customer Services – Corporate Information Services

Supporting excellence in education

The Corporate Information Services Branch (CIS) of the Department of Education is seeking to recruit highly motivated and committed individuals to join their team as temporary Level 2 Records Disposal Officer. The CIS works to improve information quality, accessibility, reliability and security to support departmental business.

There are full-time and part-time temporary positions that become available from time-to-time with varying durations. The CIS intends to provide fixed-term employment opportunities to Curtin University students of Libraries, Archives, Records and Information Science. The paid work experience would reinforce theoretical learnings in the records management Units as well as reflect well on students' CVs.

The Records Disposal Officer undertakes records disposal for the Department in accordance with policy and the *State Records Act 2000*. In this role, you will be part of the Records Operations Team and attend school sites to assess the collection of student records and prepare records for disposal, as required. Further information about this position can be found in the attached job description form.

How to apply:

To apply for inclusion in the list of suitable candidates, you will need to provide:

1. a covering letter of no longer than two (2) pages expressing your interest and what you could offer CIS in the context of the role. Your covering letter should provide a brief description of your skills, knowledge and ability in relation to the position duties and selection criteria; and
2. a copy of your current CV.

Eligibility:

If offered temporary employment, you will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- hold a current C class driver's licence; and
- undertake travel within the metropolitan and regional areas of Western Australia, as required.

Training provided:

In addition to on the job training, you will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making.

Please contact Gaynor McMillan, A/Coordinator Records Operations by phone on (08) 9264 4371 or email gaynor.mcmillan@education.wa.edu.au if you have any questions.

Please submit your application on or before **4.30pm, 15 November 2018** via email to gaynor.mcmillan@education.wa.edu.au. Late applications will not be accepted.