



JOB DESCRIPTION FORM

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced
Group: Education Business Services	Effective Date of Document 6 December 2017
Directorate: Business and Customer Services	
Branch: Corporate Information Services	

THIS POSITION

Title: **Records Disposal Officer**

Classification: **Level 2**

Position No: **Generic**

Positions under direct responsibility: **Nil**

REPORTING RELATIONSHIPS

TITLE: Coordinator, Records Operations

LEVEL: 6

POSITION NUMBER: 00011840

TITLE: Senior Records Officer/Archival Officer (Schools)

LEVEL: 4

POSITION NUMBER: Various

This position and the positions of:

Title:
Records Disposal Officer

Classification:
Level 2

Position Number:
Various

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CONTEXT

For information with respect to the Department go to: <https://www.education.wa.edu.au/web/our-organisation/home>.

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information communication and technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:

Responsive: We respond to and reflect the needs of our customers.

Flexible: We are flexible and understand that our customers are not all the same.

Transparent: We are clear and open about our services, processes and decision making.

Accountable: We hold ourselves to high standards and deliver on our commitments.

Collaborative: We work in partnership with our customers.

The Business and Customer Services (BCS) supports the objectives and outcomes of clients by providing value for money corporate services through skilled and motivated people. The BCS aims to deliver services within an environment of standardised systems and processes.

The Corporate Information Services Branch works to improve information quality, accessibility, reliability and security to support departmental business. is responsible for the provision of records management, Freedom of Information (FOI) and Library services.

ROLE

The Records Disposal Officer:

Specialist Services

- undertakes processes and procedures for records disposal for Central and Education Regional Offices in accordance with Departmental policy and the *State Records Act 2000*
- maintains databases for recording details of disposed records and their disposal status
- undertakes basic research to maintain knowledge of current recordkeeping legislation and awareness of trends and issues in relation to records disposal functions and activities
- sentences inactive records and applies appropriate action
- attends school sites to assess the collection of student records and prepares records for disposal, as required.

Branch Support

- manages the conservation and preservation of archival records, including lodging and locating archival and non-active records from offsite repositories as requested
- assists in reviewing and implementing general functional disposal authorities
- contributes to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverable
- contributes to change management projects relevant to the Branch.

Customer and Stakeholder Support Liaison

- provides accurate and timely advice to stakeholders on processes and procedures for disposing Departmental records
- maintains a focus on customer service delivery and continuous improvement of services

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- develops and maintains effective communication links and working relationships to ensure access to diverse specialist knowledge.

OUTCOMES

The Records Disposal Officer is required to demonstrate achievement in relation to the following outcomes:

1. The Central and Education Regional Offices and schools' records disposal processes are effectively actioned.
2. Information and guidance is provided to stakeholders for disposal processes and procedures.
3. Storage and disposition of records for the Department is undertaken on a regular basis.
4. School site visits are undertaken to assess the collection of student records and to prepare records for disposal.
5. State archives are appropriately preserved and accessed.
6. Departmental records are disposed in accordance with approved disposal authorities.
7. Customers and other stakeholders are satisfied with services and support provided by the Branch.
8. Communication with staff at all levels across EBS and the Department is effective, clear and concise.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position.

1. Demonstrated knowledge of document and records management policies, procedures and standards for Government.
2. Demonstrated good communication and interpersonal skills with the ability to work effectively and constructively as part of a team.
3. Demonstrated good planning and organisational skills, including the ability to prioritise tasks.
4. Demonstrated good research and analytical skills, including the ability to identify and resolve problems and exercise initiative.

ELIGIBILITY

Employees will be required to:

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

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TRAINING

Employees 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 within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 6 December 2017
TRIM REF # D17/0525759