

Information Package

Information Management Officer



Information for Applicants

This Information Package contains important information to help you prepare your application. Further information can be found on the City's website www.armadale.wa.gov.au.

Addressing the Selection Criteria

The selection criteria describe the skills, knowledge, qualifications and experience required to do the job. A separate document should be submitted that answers each selection criterion. Some selection criteria are essential and some may be desirable. You should list each criterion and then explain under each one how you meet it.

The **STAR** method can be used to answer each of the selection criteria.

Situation, Task, Action, Result

- **Situation**
Where and when did you do the task, solve the problem or handle the issue? Describe the event or situation that you were in.
- **Task**
Explain the specific task, problem or issue you had to handle. What did you need to do? Who was involved? What were the consequences if the task or issue was not handled?
- **Action**
What action did you take? Be concise and specific about what you did to do the task, solve the problem or handle the issue.
- **Result**
What was the result? What did you achieve or learn?

Your responses will be used to score your application. Applicants who do not address the criteria will reduce their opportunity for an interview. Those applicants who best meet the criteria will be shortlisted for interview. The selection criteria are in this Information Package. Refer to the page after the Position Description.

Note: Canvassing of Councilors will disqualify.

Cover Letter

A cover letter should be submitted with your application. This is the opportunity to give a brief overview of your suitability for the role.

Curriculum Vitae / Resume

A brief summary of your relevant personal information, education, qualifications and employment history should be attached to your application.



Referees and References

List at least two referees on your application. Each referee should be someone you have worked with, preferably a recent or current supervisor/manager. Your referees will be asked to rate your performance in your previous role.

We will contact referees after interviews. You will be asked to provide permission for us to contact your referees.

Other Documents

Supporting documents can be included with your application. The City may ask to see the originals later.

Late Applications

In fairness to all applicants, late applications will not be accepted. Contact Human Resources before the vacancy closes if you have any issues submitting your application.

Selection Process

You will receive a confirmation email when you submit your application online. You will not be able to submit your application after the close time.

All applications will be assessed against the selection criteria. Applicants shortlisted will be contacted to schedule an interview. Applicants not shortlisted will be advised by email.

Interviews

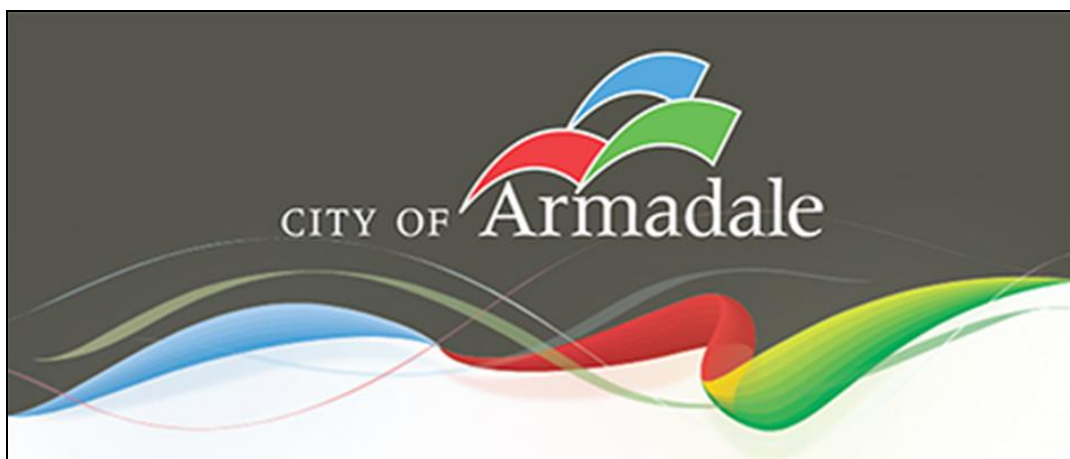
The interview panel usually consists of three individuals. The City of Armadale encourages diversity on selection panels. Both genders will not always be represented on a panel.

All interview questions will relate to the selection criteria. Where there is no selection criteria questions will be based on the position description. The same questions will be asked of every candidate interviewed.

To prepare yourself for the interview you should:

- Re-read your application, the position description and the selection criteria (if applicable).
- Think of examples of work situations where you applied the relevant skills and abilities. How did you assess the situation/s? What action did you take? What outcomes did you achieve?
- Think about the duties of the position and how you would carry them out. Consider any problems you might encounter and how you would resolve them.





Information Management Officer

- **Permanent, full-time**
- **Salary \$59,127 - \$69,894 pa**
- **Flexible working arrangements**
- **Professional development**
- **Health and wellbeing program**

Join the City of Armadale in during this exciting time of change and transition, working as part of the Records team in this internal customer facing role providing a high quality Information Management service.

The ideal candidate possesses a good working knowledge of state recordkeeping requirements in the Local Government context, has the ability to communicate effectively with team members and customers and has a high level of attention to detail.

To Apply:

Applications must be submitted online and include a covering letter, detailed resume and an address of selection criteria (found on page 9 of the information package).

Job specific information:

Michelle Todd, Manager City Governance: (08) 9394 5149.

Applications closes 4pm, Wednesday 27 October 2021.





Position Description

Title	Information Management Officer
Directorate	Corporate Services
Department	Governance and Administration
Number in position	Three
Agreement	City Of Armadale Enterprise Agreement
Classification level	3/4

Values

All employees are expected to apply these values in all their activities associated with the business of the City:

- **Safety** – We demonstrate personal responsibility for the safety and wellbeing of everyone around us. Everything we do relies upon the safety of our workforce and the community. We care about the safe management of the environment.
- **Honesty** – We are honest, consistent, open and transparent in our dealings with our stakeholders and are committed to building mutual trust and respect.
- **Accountability** – We set high performance expectations and hold ourselves accountable for the quality of our work and the results we achieve as individuals, as team members and as an organisation.
- **Respect** – We are sincere, fair and forthright, treating others with dignity and respecting their individual differences, feelings and contributions.
- **Professionalism** – We show pride, enthusiasm and dedication in everything that we do. We are committed to delivering high quality service and advice.

Position Objectives

- To assist and support in the provision of a professional, efficient and high quality Information Management Service.
- To work as an efficient and effective member of the information management team within established practices, standards and procedures.



Requirements of the Job

Qualifications/Training/Experience

- Experience using electronic record keeping systems within a hybrid and diverse information management environment
- Sound reading, comprehension, literacy and interpersonal skills
- High level of data entry experience and attention to detail
- Highly developed level of computer literacy particularly within an electronic record keeping environment.
- Ability to maintain strict confidentiality.
- Ability to obtain a satisfactory National Police Clearance.
- Possession of Current C Class Drivers Licence.

Knowledge

- Working knowledge of state record keeping requirements, General Disposal Authority for Local Government Records and Keywords for Council.
- Knowledge of or the ability to proactively gain knowledge of, new technology and developments in the field of information management.

Skills

- Ability to prioritise multiple tasks to meet strict deadlines and organisational objectives.
- Ability to exercise initiative and good judgement when required and in particular, handle confidential and sensitive matters appropriately.
- Sound problem solving skills.
- Ability to communicate effectively with team members, other teams and supervisors to achieve results;
- Ability to work under general supervision.

Organisational Relationship

Responsible to	Senior Records Officer
Responsible for	Nil
Internal	All departments and individuals within the organisation.
External	Local Government Records Management Group Office of Freedom of Information Commissioner State Records Office Archives



	Record related System and Software suppliers Other Local Governments State Library of Western Australia
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Extent of Authority

- This position is part of the Information Management Department and will work under direct supervision in accordance with corporate objectives, Council Policy and approved practices.

Key Responsibility Areas

- Undertake the daily duties of the Information Management section including the processing, scanning, tracking and distribution of all incoming, outgoing and internal correspondence (where relevant), ensuring that all information is recorded, classified, profiled and stored correctly and is easily accessible for retrieval.
- In liaison with the Senior Records Officer assist with the operational activities of the Information Management Department.
- Assist with the management and maintenance of the City's Electronic Document and Record Management Systems in accordance with established standard.
- Assist in the provision of training to staff throughout the organisation in respect to the City's central electronic document management system (Currently CM9) and effective record keeping.
- Assist to maintain and operate the City's archival management and inactive document storage programme in accordance with approved retention and disposal schedules.
- Support the development, review and updating of End User manuals and guides, as necessary, to assist in achieving best practice outcomes.
- Contribute to ongoing review and maintenance of a comprehensive information management procedure and operational manual.
- Assist in the auditing of system content ensuring best practice and record keeping compliance.
- Maintain an awareness of current trends and developments in information management and attend relevant training and workshops accordingly.
- Provide a high level of customer service to all internal and external customers.
- Complete assigned project related tasks and other additional duties appropriate to the scope and level of this position, as directed.

General

- Comply with Occupational Health and Safety legislation and promote safe work practices.
- Carry out duties in accordance with Equal Opportunity legislation and City's Code of Conduct.
- Ensure that all sensitive and/or confidential information received, noticed, uncovered or created as an employee of the City of Armadale remains strictly confidential.
- Ensure that you do not willingly access or seek out sensitive or confidential information, or use information acquired throughout this appointment at the City of Armadale for any purpose other than to undertake the appointed duties.



		Name and Position	Signed
Present Occupant			
Supervisor		Manager City Governance	
Approved by		Executive Director Corporate Services	
Date Issued	February 2019	Date Reviewed	September 2021

This Position Description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the City of Armadale may require the employee to carry out any duties, which are within the employee's skill and competence. Reporting lines and the number of employees reporting to the position may change at the discretion of the City of Armadale.



Selection Criteria

Essential

- Experience using electronic record keeping systems within a hybrid and diverse information management environment.
- High level of data entry experience and attention to detail.
- Ability to maintain strict confidentiality.
- Sound reading, comprehension, literacy and interpersonal skills.
- Possession of or ability to obtain a current National Police Certificate.
- Possession of a current “C” Class Western Australian Drivers Licence.

References

The details of two professional referees will be requested during the online application process.



Conditions of Employment

- Permanent, full-time
- City of Armadale Enterprise Agreement – Classification Level 3/4.
- Three month probationary period that could be extended for a further three months (at the discretion of the Chief Executive Officer).
- Hours of work: 76 hours per fortnight
- Flexible working conditions.
- Superannuation up to 14.5%, depending upon employee contribution.
- Personal leave entitlement: 10 days per annum for the three years, increasing to 12 days per annum thereafter.
- Annual leave entitlement: Four weeks per year, plus 17.5% leave loading.
- Long service leave entitlement: 13 weeks after 10 years continuous service within WA local government. Long service leave can be transferred from one WA local government authority to another.
- Public holiday entitlement: 12 public holidays per year.
- Staff development/training – Annual Performance Reviews.
- Study leave and study fee assistance.
- Council supports wearing Local Government Corporate uniform with financial assistance and incentives for staff choosing to purchase the uniform.
- NATIONAL POLICE CERTIFICATE - Candidates will be required to provide a current National Police Certificate prior to commencement with the City. The certificate must have been obtained within the last 3 months.
- MEDICAL - As part of the selection process applicants will be required to attend a medical examination with a medical practitioner appointed by Council.

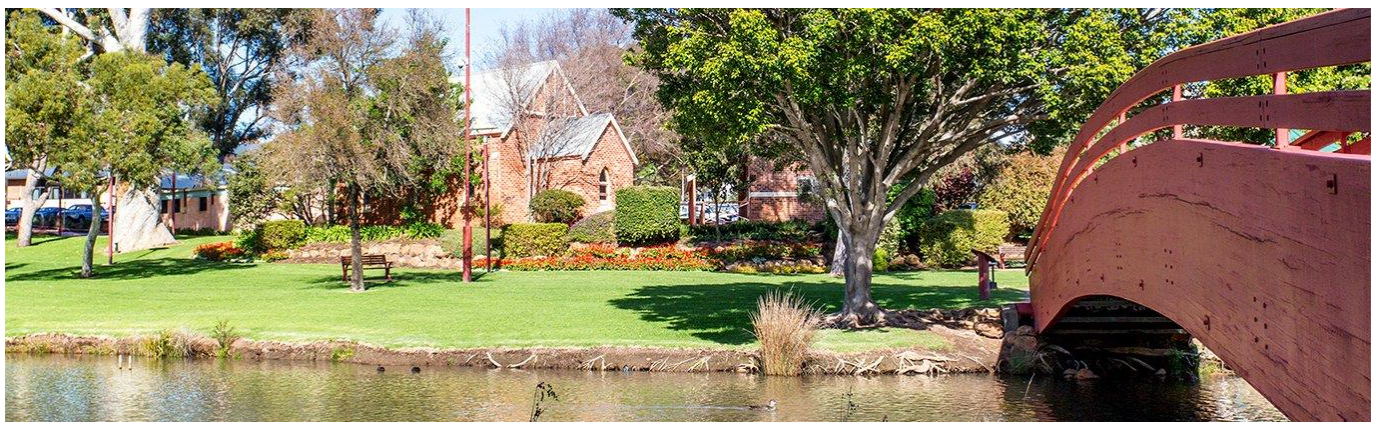


Benefits of working at the City of Armadale



- ✓ Flexible working conditions
- ✓ Superannuation up to 14.5%, depending upon employee contribution.
- ✓ Two additional days off per year
- ✓ Ability to purchase additional annual leave
- ✓ Deferred Salary Scheme – one paid year off
- ✓ Health and Wellbeing Program
- ✓ Free recreation facilities membership
- ✓ Employee Assistance Program
- ✓ Up to two years Parental Leave
- ✓ Six weeks paid Maternity Leave and two weeks paid Partner Leave
- ✓ Ability to cash out annual leave
- ✓ Career path planning and personal development opportunities
- ✓ Staff training and development
- ✓ Study leave and funding
- ✓ Phased in Retirement Scheme
- ✓ Competitive salary
- ✓ Active Social Club

City of Armadale is able to offer all this and more . . .



www.armadale.wa.gov.au

