



Officer, Digital Records Migration (AIGO)

Fixed Term (12 months), Full-Time

The Archives and Information Governance Office (AIGO) is seeking an Officer, Digital Records Migration to undertake the migration of digital records from the Catholic Archdiocese of Perth network drives to the Electronic Document Records Management System (EDRMS). The Officer, Digital Records Migration will work under the immediate supervision of the Director, AIGO. The work will be undertaken with adherence to the Archdiocese's Records and Information Governance policies and procedures, including, but not limited to, the Business Classification Scheme and Naming Convention.

About the role - a snapshot:

- 1 Be part of a small team committed to the management of organisational records and information
- 2 Utilise your knowledge and experience to improve the record keeping of the organisation
- 3 Free onsite parking at the AIGO

The applicant must have a high level of knowledge and competence in the Microsoft suite of products, and information technology associated with information management, including EDRMS. They must have a thorough knowledge and practical experience in classifying and indexing records using business classification schemes and naming conventions. Experience in developing, documenting, and implementing records management procedures is required. The role will require diligence, attention to detail, and the ability to work with a range of stakeholders. Highly developed written communication skills, and a proven ability to handle confidential and sensitive records, are essential.

A valid National Police Clearance, and proof of COVID-19 vaccinations or valid medical exemption, required.

[Request job description](#)

To apply or for more information:

Send your current resume and a cover letter to the People & Culture team at recruitment@perthcatholic.org.au by no later than **Friday, 28 July 2023**.

Please reference **Officer, Digital Records Migration (AIGO)** in the 'Subject' line when submitting your application. We reserve the right to begin shortlisting and interviews prior to the closing date.

Thank you for your interest