



POSITION DESCRIPTION

Records Management Officer
Corporate Services

1. **TITLE**
Records Management Officer
2. **LEVEL**
7
3. **DEPARTMENT**
Corporate Services
4. **LOCATION**
Shire of Merredin Administration Building
5. **HOURS**
Shire employees work a 38-hour week, within the scope of working hours between 8.00am to 5.00pm, Monday - Friday. Employees are entitled to accrue sufficient time within these working hours to permit a monthly Rostered Day Off.
6. **POSITION OBJECTIVES**
 - 6.1. **Objectives of Position**

Principal objectives of the position include the key functions of records management, including indexing, mail processing, correspondence control, file and archive management. The position also incorporates management of retention of documents in accordance with the Disposal Authority for Local Government Records.

To provide efficient and confidential clerical and administration support within the Administration/Finance Department.

To provide information to the public as and when required, liaising with other service areas of Council.

To respond to counter and telephone enquiries from internal and external customers.
 - 6.2. **Within Section**

To assist in the provision of an effective, efficient, and reliable document and records management system and to provide assistance in the Administration Department.
 - 6.3. **Within Organisation**

To provide an efficient and courteous service to other officers within the organisation, Councillors, and the public. To embrace the ideals of customer service - be those external or internal customers.

7. REQUIREMENTS OF THE POSITION

7.1. Skills

- Computer Literacy Skills - specifically Microsoft Office applications
- Accurate typing, word processing and reception skills
- Well-developed communication skills, both written and verbal
- Excellent time management and organising skills
- Good public relations skills
- Developed numeracy skills

7.2. Knowledge

- Sound customer service and communication skills
- Effective time management
- Working knowledge of classification and indexing techniques
- Good knowledge of Local Government practices
- Knowledge of the State Records Act

7.3. Experience

- Clerical and administrative experience in a work environment
- Relevant experience using computer software applications
- Desirable to have at least two years of office experience

8. KEY DUTIES AND RESPONSIBILITIES

Responsibilities:

- a. Provide advice to Council staff on the use of the Shire's document management system and the requirements of public record keeping.
- b. Embrace the Customer Service focus of the Council. This will require the answering of telephone calls and counter enquiries.
- c. Open, process and sort all incoming mail and faxes
- d. Recording of inward and outwards correspondence into councils Record Management System and be the primary person responsible for maintaining this system.
- e. Manage the collection of corporate records in accordance with statutory requirements.
- f. Maintain an efficient archive service including the retention management of documents, in accordance with the Disposal Authority for Local Government Records.
- g. Follow up public enquiries relating to work area and provide information and material upon request

- h. Collaborate with other staff members where necessary and when required to complete assigned tasks
- i. All other Council duties from time to time as requested by the Executive Manager Corporate Services, and Chief Executive Officer.

9. ORGANISATIONAL RELATIONSHIPS

- 9.1 **Responsible to:** Executive Manager Corporate Services
- 9.2 **Supervision of:** Nil
- 9.3 **Internal Liaison:** Chief Executive Officer
Deputy Chief Executive Officer
Executive Manager Development Services
Executive Manager Corporate Services
Executive Manager Engineering Services
Shire Staff
- 9.4 **External Liaison:** Councillors
Community Groups
Ratepayers / Residents
Various Business Organisations
Government Departments
Local Government Agencies

10. EXTENT OF AUTHORITY

Works under direct supervision of the Executive Manager Corporate Services and also executes work allocated by other internal liaison officers.

11. AWARD

Local Government Industry Award 2020

12. ANNUAL REVIEW

At least once in each calendar year the Executive Manager of Corporate Services will conduct an evaluation of the Officer's performance. The annual review will include an assessment of achievement against performance objectives that are predetermined and agreed at each performance review.

13. SELECTION CRITERIA

13.1 Essential

- Highly developed clerical and administration skills
- Highly developed time management skills
- Developed working knowledge of Microsoft Office applications
- Developed written and verbal communication skills
- Working knowledge of recordkeeping standards and practices

- Developed interpersonal and public relations skills
- Computer literacy and keyboard skills
- Proven ability to work under pressure, use initiative and be well organised
- Ability to work in a politically sensitive environment, performing tasks with an appropriate degree of discretion and confidentiality.

1.2 Desirable

- Working knowledge of classification and indexing techniques.
- Thorough understanding of contemporary business management systems, methods, and practices
- Basic knowledge of Local Government Practices
- Knowledge of the State Records Act 2000
- Understanding of Local Government principles and procedures
- Hold a current “C” class Driver’s Licence
- Clerical office experience

14. CONDITIONS OF EMPLOYMENT INFORMATION

- 14.1. Annual Leave will apply in accordance with the indicated Award of this position.
- 14.2. Uniforms to be provided for the employee in accordance with Council Policies.
- 14.3. All other conditions in accordance with the indicated Award of the position.
- 14.4. Superannuation currently paid by Council to the Local Government Superannuation Scheme at 9.5%.
- 14.5. All employees are required to read and sign the Induction Manual prior to the commencement of work or any reviews.
- 14.6. The Officer will be required to provide a satisfactory National Police Clearance and Medical Examination as a condition of employment, prior to commencing duties.
- 14.7. All staff must understand and comply with the Shire of Merredin Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- 14.8. The Officer may be required to attend meetings, events and activities in accordance with this position outside of ordinary hours.

15. Position and Incumbent Details

All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

Chief Executive Officer :

Signature

Date :

Incumbent :

Signature

Date :

