

# Position Description



<b>Position Title</b>	<b>Records Management Officer</b>
Department	Governance
Reports to	Coordinator Governance
Grade	7
Date reviewed	August 2017

## Primary Purpose





Support the delivery of effective and efficient Records Management services to Council's stakeholders.

The incumbent will contribute to Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

## Key Accountabilities

- Responsible assisting in the efficient and effective management of Council's central records unit
- Assist with the management of records across Council, review policies, procedures and guidelines to ensure records management outcomes comply with best practice.
- Assist with and participate in the coordination and prioritising of day to day activities of the Records Department to meet the needs of all users by providing timely, accurate and relevant customer service to all internal staff and customers external to Council who require access to Council records
- EDRMS administrator monitoring of the EDRMS to ensure quality control procedures and business rules are followed by other users of EDRMS and availability is maintained
- Provide on the job training to records management staff
- Assist in the coordination of EDRMS for all employees
- Participate in continuous improvement for work practices that provide productivity gains and meets the requirements of SMRC business units
- Maintain Council's legal documents register and ensure safe custody of documents at all times
- Maintain absolute confidentiality and a high degree of ethical standards
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions

The employee is required to undertake any other duties, projects or tasks as directed by the Coordinator Governance, which are within his/her skills, competence and training.

Position Capabilities		
Capability Group	Capability Description	Level
 <p>Personal Attributes</p>	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Adept
 <p>Relationships</p>	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Adept
 <p>Results</p>	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Intermediate
 <p>Resources</p>	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Intermediate

## Essential Criteria

1. Certificate IV qualification or above, in Business Administration, Records Management or a related discipline with demonstrated contemporary experience in a similar role; or substantial contemporary experience in a similar role to support contemporary knowledge
2. Demonstrated experience in record keeping services and extensive knowledge of records management statutory requirements, legislation, standards and procedures that impact record keeping in a Local Government environment
3. Demonstrated experience in Records Management and electronic records management systems
4. Proven ability to provide excellent customer service
5. Proven ability to work effectively as a team member and capable working under pressure
6. Demonstrated ability in communicating effectively both written and verbal
7. Demonstrated ability to interpret written information
8. Demonstrated experience in Microsoft Office suite
9. Proven ability to develop and maintain internal and external stakeholder relationships to achieve outcomes that contribute to the achievement of the organisation's strategic goals
10. Current Class C drivers licence.

## Desirable Criteria

1. Local Government experience
2. Knowledge of NSW State Records Act & GIPA

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date