



Records Co-ordinator

Position Description

Position number: CS010



Shire of
Collie

POSITION DESCRIPTION

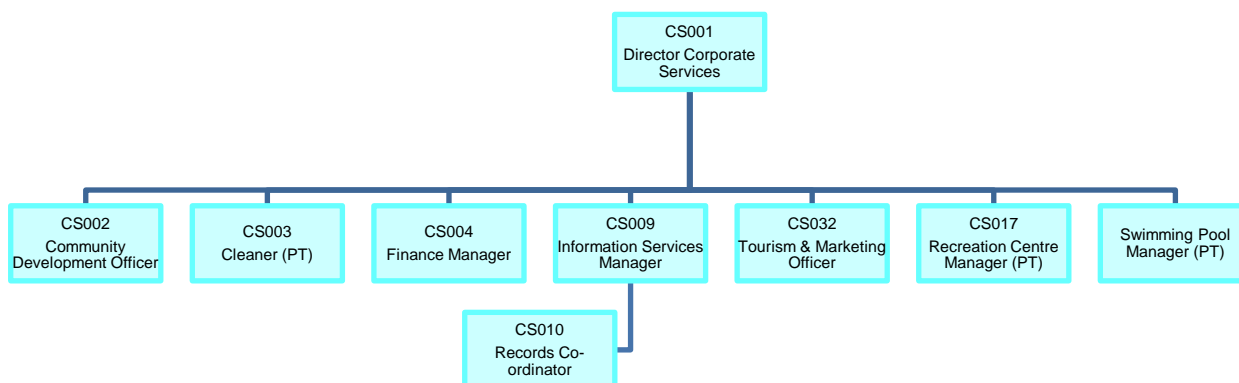
Position	Records Co-ordinator
Department	Corporate Services
Location	Shire Admin building
Reports to	Director of Corporate Services
Supervises	Nil.
Hours of Work	As advised by Information Services Manager
Level	Level 4.1 - 4.4
Position number	CS010

Position Objective

To implement and maintain the records management system for the preservation, retrieval, and dissemination of accurate, accessible information to all staff, Councillors and when appropriate members of the public.

To ensure the Shire's record management procedures comply with relevant legislation and organisation policies.

Workforce Structure



Our Vision

Collie - A progressive community, rich in opportunities and as diverse as its heritage and landscape.

Our Values

The core values at the heart of the Council's commitment to the community are:

Integrity

Transparency

Accountability

Collaboration

Respect

Our Commitment to Community

We will lead the delivery of our vision
 We will support local business wherever possible
 We will consult and engage with our community on issues that affect them
 We will encourage, welcome and value feedback
 We will encourage, support and advocate for our community

Key Result Areas of Accountabilities

Records:

Administer, maintain, and monitor the development of the Records Management System to ensure compliance with the Local Government Act 1995, State Records Act 2000, Privacy Act, Freedom of Information Act, the Shire of Collie policies and procedures and any other law relevant to record keeping including but not limited to:

- Maintain central email box and record when necessary
- Create, modify and maintain files in Electronic Records Management System.
- Maintain a record of the movement of all files and records.
- Maintain all files and assist staff locating files.
- Undertake archiving and disposal responsibilities in accordance with the State Records Act and the Local Government Retention and Disposal Schedule.
- Provide Records Management reports to the State Government and Shire management as required.
- Conduct audits of the records management system and procedures with regards to adherence to State and Local Government requirements and report findings to management.
- Implement procedures and checks to ensure that all documents are correctly filed and profiled.
- Process and manage Freedom of Information applications.
- Manage minutes of Committees of Council.
- Document control.
- Undertake digital imaging of incoming records on a daily basis.
- Maintain and update relevant Records Management plans, processes and procedures.
- Provide records training to new staff members and Synergy Central Records support.
- Create templates and profiles for users in the ERMS.

Administration:

- Maintain a register of legal documents.
- Oversee the management of the Shire Corporate Library.
- Ensure strict confidentiality of all information.
- Provide service as per Customer Service Charter.
- Provide backup and relief to the administration team as required.

Selection Criteria – Experience and Qualifications

Essential Criteria:

- Experience in Records Management and Electronic Records Management Systems.
- Demonstrated highly developed written, verbal, and interpersonal communication.
- Well-developed time management skills
- Knowledge of corporate filing systems
- Knowledge of Records Management principles and practices.
- Comprehensive knowledge of Microsoft Office Suite computer software packages.
- Sound knowledge of the English language use including spelling, grammar, and vocabulary.
- Sound data processing skills.
- Sound monitoring and audit techniques.
- Must be able to work unsupervised.

Desirable Criteria:

- Knowledge of Statute Law pertaining to Local Government and Records.
- Qualification, or training, in a related discipline or field and/or experience in a similar position would be advantageous.
- Studies in Local Government and Records Management.
- Knowledge of SynergySoft ERMS

TRAINING

Willingness and aptitude to undertake further training and professional development to keep abreast of latest technology and practices.

Ongoing Performance

- High level of interpersonal and communication skills including team building and time management.
- High level of organisation skills
- High level of work ethics, including motivation and enthusiasm.
- Contribute to the delivery of the Shire's Safety & Risk Management Plan
- Operate in compliance with WH&S legislation, regulations, practices, and standards.
- Utilise safe working practices applicable to own work area and practices.
- Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.