



EMPLOYMENT PACKAGE

RECORDS OFFICER

Applications close 4.30pm Friday 14 January 2022



RECORDS OFFICER

Please find attached the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes:

- Copy of the advert calling for applications.
- Position Description – Records Officer;
(Note this document contains the essential and desirable selection criteria for the position)
- Information for Prospective Applications - includes how to submit your application.

If you have any queries regarding the position please do not hesitate to contact Darren Wilson on 9761 0800 or via email to DWilson@bridgetown.wa.gov.au.

TIM CLYNCH
CHIEF EXECUTIVE OFFICER



RECORDS OFFICER

To fill a current vacancy in the organisation the Shire of Bridgetown-Greenbushes is seeking to appoint an enthusiastic, motivated and professional person to the full time position of Records Officer. The successful applicant will provide administrative support to the Corporate Services Department including:

- Oversee and maintain the Electronic Document and Records Management System (EDRMS) and records management practices ensuring statutory and regulatory compliance meets the needs and accountability of the CEO and the Shire of Bridgetown-Greenbushes; and
- Administer the Shire's cemeteries administrative related functions.

An ability to be able to train staff in appropriate records management is essential.

Conditions of employment will be in accordance with Level 4.1 of the Local Government Officers (WA) Award and the applicable Shire of Bridgetown-Greenbushes Enterprise Agreement, depending on experience. An annual salary of \$61,832 will be offered to the applicant that demonstrates the required qualifications and experience.

Applicants must address the Selection Criteria contained in the Information Package for the position. A package can be downloaded from the Shire website www.bridgetown.wa.gov.au or can be obtained by emailing careers@bridgetown.wa.gov.au.

Your confidential application addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown 6255, should reach this office by **4.30pm Friday 14 January 2022**. Applications will be accepted via email to careers@bridgetown.wa.gov.au, via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

TIM CLYNCH
CHIEF EXECUTIVE OFFICER

POSITION DESCRIPTION

1. **POSITION TITLE** Records Officer
2. **DEPARTMENT** Corporate Services
3. **AWARD COVERAGE** Level 4.1 Local Government Officers' (WA) Award 2021 and the Shire of Bridgetown-Greenbushes Employee Enterprise Agreement 2019
4. **POSITION OBJECTIVES**
 - 4.1 Objectives of Position
Oversee and maintain the Electronic Document and Records Management System (EDRMS) and records management practices ensuring statutory and regulatory compliance meets the needs and accountability of the CEO and the Shire of Bridgetown-Greenbushes.

Administer the Shire's cemeteries administrative related functions.
 - 4.2 Within Section
Maintain all aspects of the EDRMS, make recommendations and implement improvements in the system and in related procedures. Design and maintain procedure manuals for all aspects of the records office.

Train employees in all aspects of the EDRMS to ensure accurate and accessible information services.
 - 4.3 Within the Organisation
Train employees in records management requirements including use of the EDRMS.

Inform employees of the implications and requirements of the *State Records Act 2000*, *Freedom of Information Act 1992* and *Privacy Act 1988* and other relevant public record legislation.
5. **REQUIREMENTS OF THE POSITION**
 - 5.1 Skills
 - ◆ Ability to work unsupervised
 - ◆ Ability to work as a team member
 - ◆ Developed organisation and time management skills
 - ◆ Developed interpersonal and conflict resolution skills
 - ◆ Developed verbal and written communication skills

- ◆ Ability to exercise initiative and good judgement when required with the ability to handle confidential and sensitive matters appropriately
- ◆ Proven ability to apply attention to detail and complete tasks to a high level of accuracy
- ◆ Excellent computer keyboard, numeracy and literacy skills

5.2 Knowledge

- ◆ A good level of knowledge and understanding of relevant legislation including the *State Records Act 2000*, *Freedom of Information Act 1992*, related industry standards and demonstrated experience of the State Records requirements including disposal schedules
- ◆ Comprehensive knowledge of records management practices, procedures and policies
- ◆ Significant relevant experience working within a Records environment, with proven ability using Electronic Document Management Systems
- ◆ Demonstrated high level computer skills and in particular, the Microsoft Office suite of products such as Word, Excel, Outlook and Adobe Acrobat Reader and an understanding of how these products apply to electronic Document Management Systems
- ◆ Sound knowledge of the Shire's cemeteries administrative functions and the *Cemeteries Act 1986*

5.3 Experience

- ◆ At least three (3) years' experience in all aspects of records management including retention, disposal and archiving
- ◆ Considerable experience in records management practices for public records keeping
- ◆ Considerable experience using computer software applications

5.4 Qualifications and/or Training

- ◆ Formal qualifications or at least three (3) years previous professional records management experience
- ◆ Hold a current 'C' class Drivers Licence

6. **KEY DUTIES/RESPONSIBILITIES**

6.1 General

- 6.1.1 Ensure the records management system complies with relevant legislation.
- 6.1.2 Operational responsibility and control for maintenance of correspondence, filing, indexing, faxes, emails, thesaurus control, vital records and staff training in records system.
- 6.1.3 Provide accurate and timely dissemination and retrieval of information.
- 6.1.4 Develop and liaise with the CEO and CCS regarding the implementation of programs, policies and procedures for the Records Management system.
- 6.1.5 Coordinate mail arrangements for all service areas.
- 6.1.6 Maintain internal and external confidentiality of all applicable organisation records.
- 6.1.7 Process, record, register and distribute incoming correspondence in the EDMS.
- 6.1.8 Process and allocate email directed to the Shire of Bridgetown-Greenbushes.
- 6.1.9 Promote the use of EDMS and Records services within the organization and provide training to new and existing staff of Records Management practices and procedures, as required.
- 6.1.10 Report on outstanding correspondence across the organization.

- 6.1.11 Create and check audit reports on incoming and outgoing information to ensure records are being maintained in a manner compliant with current legislative requirements and recognized and accepted Recordkeeping practices.
- 6.1.12 Responsible for review of Record Keeping Plan in accordance with the State Records Act.
- 6.1.13 Where directed by the CEO or CCS assist and train Elected Members with regards to their home-based records management system.
- 6.1.14 Administer/Manage all cemeteries within the Shire of Bridgetown-Greenbushes including applications for burials, gravesite reservations, plaques and headstones, public queries and records including responsibility for the Cemeteries SynergySoft module.

6.2 Archives Management

- 6.2.1 Ensure information is retained in accordance with the General Retention and Disposal Schedule for Local Government (GRDS).
- 6.2.2 Ensure current, semi-active and archival records storage areas are maintained to meet the organisation's needs.
- 6.2.3 Responsible for annual disposal of appropriate records in accordance with the GRDS.
- 6.2.4 Responsible for the initiation of amendments to the GRDS to accommodate records not already included.

6.3 Freedom of Information

- 6.3.1 Understanding of the requirements of the *Freedom of Information Act 1992*.
- 6.3.2 Processing of Freedom of Information Requests.
- 6.3.3 Understanding of the *Privacy Act 1988*.

7. ORGANISATIONAL RELATIONSHIPS

7.1 Responsible to: Coordinator Corporate Services

7.2 Supervision of: N/A

7.3 Internal and External Liaison:

Internal

CEO
All staff
Elected Members

External

South West Local Government Records Management Group
State Records Office of WA
Local and State Agencies
General Public

8 EXTENT OF AUTHORITY

8.1 Operational responsibility and control of Records Management system.

8.2 Work under limited supervision with work outcomes being monitored by the CCS.

9. SELECTION CRITERIA

9.1 Essential

- 9.1.1 At least three (3) years' experience or knowledge in all aspects of Records Management systems and associated field.
- 9.1.2 Sound knowledge of *State Records Act 2000, Freedom of Information Act 1992*, and related records keeping policies and standards.
- 9.1.3 Experience with using Electronic Document and Records Management Systems.
- 9.1.4 Developed public and customer relations skills.
- 9.1.5 Sound organisational and time management skills.
- 9.1.6 Excellent communications skills – both written and verbal including good knowledge of the English language including spelling, grammar and vocabulary.
- 9.1.7 Considerable computer literacy/keyboard skills.

9.2 Desirable

- 9.2.1 Previous local government experience desirable but not essential.
- 9.2.2 Developing knowledge of functions of a Local Government authority.
- 9.2.3 Experience with Local Government cemetery administrative functions.

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the “*selection criteria*”. You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**

6. **Please do not submit applications in plastic folders** or include original documents. All documentation should be stapled together in the top left-hand side of the application.

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

1. Applications will be accepted via email to careers@bridgetown.wa.gov.au; or
2. Mailed or hard copy applications must be marked “**Confidential – Human Resources**” on the envelope and addressed as follows:
Chief Executive Officer
Shire of Bridgetown-Greenbushes
P O Box 271
BRIDGETOWN WA 6255

For reasons of equity, late applications will not be accepted unless approved by Human Resources. If you are forwarding your application through Australia Post, please ensure that you allow enough time for it to reach the Shire before the closing time.

Acknowledgment of Applications

All applicants will be notified (after the closing period) that their applications have been received within the required time-frame.

The Interview Process

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (3) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Preferred Applicant

(This section will not apply if the preferred applicant is a current member of the Shire staff)

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory **pre-employment medical** report from a Medical Practitioner.
- Produce a current **National Police clearance** (at the Shire’s expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.

- Provide documentary **proof of age** in the form of a birth certificate, driver's licence or current passport. This requirement is necessary to comply with a requirement of law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of **legal entitlement to work** unrestricted in Australia.
- Produce **original or certified copies** of all relevant qualifications and licenses.

Other Requirements

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Agreement
- Acceptance of the Letter of Appointment
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

Queries

If you have queries about any aspect of the position please contact Darren Wilson on 9761 0800 or via email to DWilson@bridgetown.wa.gov.au.

If you have queries with regards to completing your application, please contact Executive Assistant, Esther Matthews on 9761 0833 or EMatthews@bridgetown.wa.gov.au.

For information on the Shire of Bridgetown-Greenbushes, visit our website
www.bridgetown.wa.gov.au