



RECRUITMENT INFORMATION PACKAGE

RECORDS OFFICER

FULL TIME

Applications will be accepted until Close of Business on **Friday 25 April 2025**.

RECORDS OFFICER

FULL TIME

Enclosed is 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
(Note this document contains the selection criteria for the position)
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Sarah Alexander, Manager Human Resources on (08) 9761 0807 or via email to sealexander@bridgetown.wa.gov.au.



Athanasios (Arthur) Kyron
CHIEF EXECUTIVE OFFICER (TEMP)

VACANCY

RECORDS OFFICER

FULL TIME

The Shire of Bridgetown-Greenbushes is looking for an enthusiastic and suitably qualified Records Officer to join the Corporate Services team.

Reporting to the Information Management Coordinator, this role offers an exciting opportunity to ensure professional and quality customer oriented administrative support service is provided to the organisation. As the successful candidate, you will provide administrative support regarding records management and cemeteries.

To be successful, you will be expected to possess the required level of skills and experience to fulfil this role. You will have demonstrated practical experience providing customer oriented administrative support to internal staff.

The Shire offers additional Superannuation contributions, discounted Gym membership, flexible working hours and a family friendly environment.

Dependant on skills and experience of the successful applicant, the position is offered at level 4.1 of the Local Government Officers' (WA) Award 2021 and the Shire of Bridgetown-Greenbushes (Administration) Employee Collective Agreement 2023, with a total annual salary package of \$69,005.

The Shire is an equal opportunity employer and encourages suitable applicants from all genders, cultures and identities.

HOW TO APPLY

The Recruitment Information Package for this position can be downloaded from the Shire's website <https://www.bridgetown.wa.gov.au/council/work-with-us.aspx> or obtained by emailing careers@bridgetown.wa.gov.au.

Your confidential application must be addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, and be received by close of business, **Friday 25 April 2025**.

Applications will be accepted via:

Email to careers@bridgetown.wa.gov.au,

In person to the Shire Administration building located at 1 Steere St, Bridgetown,

Mail to PO Box 271, Bridgetown 6255

NOTE: Late applications will not be accepted, therefore you are encouraged to submit your details early.

POSITION DESCRIPTION

1. **POSITION TITLE** RECORDS OFFICER
2. **DEPARTMENT** Information Management – Corporate Services
3. **AWARD COVERAGE AND CONDITIONS**

- Local Government Officers' (WA) Award 2021
- Shire of Bridgetown-Greenbushes (Administration Staff) Collective Agreement 2023, level 4.

4. **POSITION OBJECTIVES**

Responsible for the provision of professional and quality customer oriented administrative support service relating to information management and cemeteries.

5. **OUR VALUES**

We conduct ourselves in line with the values that the local community cares deeply about. Employees are to demonstrate behavior consistent with these values:

1. **Welcoming**, friendly and inclusive.
2. **Community minded**, showing respect, understanding and compassion for others, and working collaboratively with people in the local community for better outcomes.
3. **Creative and innovative**, being open to new ways of doing things.
4. **Sustainable** and resilient, carefully considering our options and making balanced choices to care for our community, planet and economy.
5. **Cost effective** and accountable, providing good value for money.

6. **KEY DUTIES & RESPONSIBILITIES**

General Duties

- Manage the maintenance of correspondence, filing, indexing, faxes, emails, thesaurus control and vital records with some supervision.
- Assist with the collection of records relating to Freedom of Information requests.
- Provide accurate and timely dissemination and retrieval of information.
- Coordinate mail arrangements for all service areas.
- Maintain internal and external confidentiality of all applicable organisation records.
- Process, record, register and distribute incoming correspondence in the EDRMS.
- Process and allocate email directed to the Shire of Bridgetown-Greenbushes.
- Develop or update training documents on Record Management and the EDRMS.
- Promote the use of EDRMS and Records services within the organisation and manage the delivery of training to new and existing staff of Records Management practices and procedures.
- Prepare and distribute reports on outstanding correspondence across the organisation.
- Manage and undertake audits on incoming and outgoing information to ensure records are being maintained in a manner compliant with current legislative requirements and recognised and accepted Recordkeeping practices with supervision.
- Responsible for the day-to-day administration and management of all cemetery records within the Shire of Bridgetown-Greenbushes including responsibility for the Cemeteries Digital Mapping and Database Solution.

- Ensure information is retained in accordance with the General Retention and Disposal Schedule for Local Government (GRDSLGS).
- Assist with the disposal of appropriate records in accordance with the GRDSLGS.
- Relieve Information Management Coordinator during periods of absences.
- Assist in the implementation of the records digitisation programme.
- Manage the Records Assistant.
- Other duties as required

Work Health & Safety

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to Executive Leadership Team where necessary
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public.

7. ORGANISATIONAL RELATIONSHIPS

Reporting to: Information Management Coordinator

Supervision of: Nil

Internal: All Staff

External: Government Departments
Members of the public
Guests and Visitors



8. EXTENT OF AUTHORITY

Operates under the supervision of the Information Management Coordinator within the limits of statutory requirements, Council policies and delegated authority.

9. POSITION REQUIREMENTS / SELECTION CRITERIA

Skills and Experience

Desirable	Essential	
-	✓	Proven ability to apply attention to detail and complete tasks to a high level of accuracy
-	✓	Demonstrated ability to establish rapport and maintain strong and productive working relationships with all levels of staff and stakeholders
-	✓	Ability to exercise initiative and good judgement when required with the ability to handle confidential and sensitive matters appropriately
-	✓	Experience in dealing and negotiating with difficult customers and maintain delivery of outstanding customer service
-	✓	Demonstrated ability to multi-task and prioritise duties according to available resources
-	✓	Excellent oral and written communication skills, including the ability to use the computer (Microsoft suite of programs and Adobe), internet and email
-	✓	Administrative experience in an office environment
-	✓	Demonstrated experience with Electronic Document Record Management System
-	✓	Demonstrated ability working within Confidentiality requirements
✓	-	Previous experience in a similar position within local government or the public sector
✓	-	Exposure to electronic cemetery systems

Qualifications, Training, and Licenses

Desirable	Essential	
-	✓	Minimum C Class driver's license.

General Physical Requirements

Assessment of employee fitness to successfully perform the essential functions of the position will include consideration of the following requirements:

	Mainly	Frequently	Occasionally	N/A		Mainly	Frequently	Occasionally	N/A
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Climb/Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crouch/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Talk/Hear	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle/lift	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Taste/Smell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

At all times while performing the duties of the position, the employee is required to undertake those duties in accordance with safe work practices.

10. SIGNATURES

I, THE UNDERSIGNED, CONFIRM I HAVE READ THE POSITION DESCRIPTION UNDERSTAND ITS CONTENT AND AGREE TO BE EMPLOYED IN ACCORDANCE WITH THE REQUIREMENTS AS DETAILED.

I ACKNOWLEDGE THE POSITION DESCRIPTION PROVIDES A GENERAL OVERVIEW OF THE KEY RESPONSIBILITIES OF THIS POSITION AND THAT I MAY BE REQUIRED TO PERFORM OTHER DUTIES WITHIN THE SCOPE OF MY ABILITY THAT ARE NECESSARY TO FULFIL THE OBJECTIVES OF THE ROLE.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

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.**

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

Applications will be accepted via email to careers@bridgetown.wa.gov.au; or

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
PO Box 271
BRIDGETOWN WA 6255

Acknowledgment of Applications

All applicants will be notified of the status of their application after the shortlisting stage of the recruitment process.

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 (2) 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 Confidentiality Agreement
- Acceptance of the Letter of Offer
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

Queries

If you have queries with regards to completing your application, please contact Sarah Alexander, Manager Human Resources on (08) 9761 0800 or sealexander@bridgetown.wa.gov.au

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