

POSITION DETAILS

Position Title:	Information and Records Officer	Grade Band:	6
Department/Directorate :	Technology / Corporate Services	Position Status / Hours per Week:	Temporary / 35

PRIMARY PURPOSE OF THE POSITION

- Responsible for the creation of electronic case folders in the corporate Electronic Document and Records Management System (Content Manager software), registration and work flowing of documents to required standards.
- Responsible for the collection and/or preparation of document batches for scanning and undertake scanning and quality checking to required standards.
- Relationship management with service units in the provision of guidance and/or training in systems usage to achieve day to day recordkeeping services and contribute to continuous improvement.
- Contribute to the efficient management of incoming and internally generated documents (both electronic and paper) to required standards.
- Contribute to the efficient management of recordkeeping systems, archival material (including paper files) and undertake records disposal activities to required standards.
- Assist in basic Content Manager System Administrator functionality.
- Under guidance provide basic assistance with processing of informal GIPA applications including; registrations, sourcing information, redactions, digitising, copying and some basic customer interaction.
- Administrative support to IRM management including assistance in the development/review of policies and procedures and management report preparation, as required.

SELECTION CRITERIA

Education / Qualifications

- Certificate III in Recordkeeping or practical experience in records maintenance and administration.

Experience/Specific skills

- Solid knowledge of recordkeeping principles and practices for both physical and digital records.
- Working knowledge of batch scanning preparation, scanning equipment and quality assurance process.
- Working knowledge of registering digital records into an EDRMS (Electronic Document and Records Management System).
- Practical knowledge of archival principles and practices.
- Sound working knowledge regarding the operation of council including services provided by council, Council Meetings procedures, development, regulatory and certification processes.
- Sound experience in data entry recordkeeping and registration skills.
- Knowledge of Microsoft desktop applications and Outlook email systems.
- Practical experience in dealing with and responding to informal and Open Access requests for information under the GIPA Act.

Personal Attributes

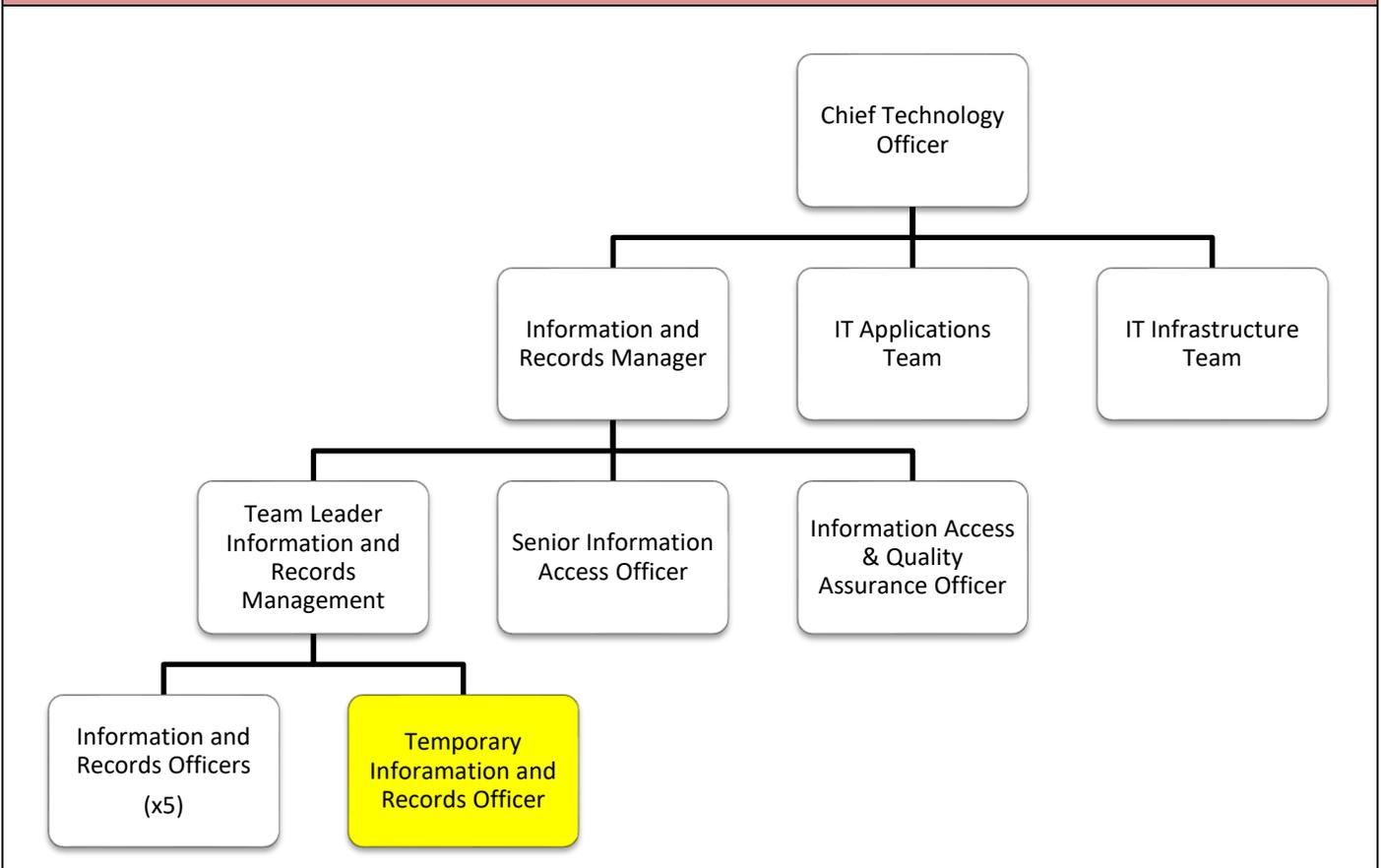
- Proven ability to meet required SLAs and deadlines.
- Excellent communication skills (verbal and written).
- Team player, willing to support and assist other colleagues to respond to changing priorities.

- Continuous improvement mindset.

Desirable Qualifications, Experience and/or Skills

- Knowledge of Local Government information systems operations.
- Knowledge of TRIM software or equivalent electronic recordkeeping systems.
- Class C Drivers Licence.
- Bi-lingual language skills.
- COVID-19 Vaccinated.

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the Technology Department of the organisation.

- Information and Records Management Service.

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct

CORPORATE ACCOUNTABILITIES

4	To understand, adhere and promote all OH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We work safely at all times to prevent injuries to ourselves, our team and members of the public

Teamwork

We work together with respect and support

Ethics

We are honest, responsible and accountable for our actions

Professionalism

We deliver effective service to the community with consistent decision-making

Employee's Name	
Employee's Signature:	
Date:	