

# Position Description

## Trainee Records Officer

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** April 2018

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Applicants must be eligible for a Government funded traineeship.

Assessed entry level of position within salary system:	In accordance with Clause 30E of the Local Government (State) Award 2014
Position limit within salary system:	National Training Wage
Status of position:	Temporary - Traineeship
Hours of work per fortnight:	70

### Organisational relationships

Directorate:	Corporate and Governance
Section:	Information and Corporate Systems
Team:	Records
Work base:	Grafton
Position responsible to:	Team Leader (Information Management)
Level of support and supervision:	High supervision
Level of personal management	Low
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	Across Council but primarily within the relevant Section
External contacts:	Nil

## Vision, mission and values

**Our vision:** To make the Clarence Valley a community full of opportunity

**Our mission:** To plan and deliver services valued by the community

**Our values:** the acronym '**STRIVE**' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



## Our Values and Behaviours

### Safe

We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.

Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate

### Teamwork

We will work together as one council towards shared goals and for the greater good of the community.

Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"

### Respect

We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.

Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip

### Integrity

We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.

Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others

### Value

We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.

Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment

### Engagement

We will engage with our staff and community to inform our decision making, and create awareness of our activities.

Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Frequent use of computer keyboard

Lengthy periods of sitting

### Purpose of the position

To perform tasks associated with the records management function as directed.

To participate as a productive member of the team and undertake assigned work tasks and activities within the workplace and training program.

To complete an appropriate course of study (applicants must be eligible for a Government funded traineeship). Approved course of study is as follows:

- Certificate IV in Business Administration

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### **Education and knowledge**

Demonstrated literacy and numeracy skills

#### **Licences/tickets, clearances, membership**

Criminal history that does not adversely affect ability to perform the inherent requirements of the position

#### **Experience**

Previous experience, knowledge or interest in the field of Records Management

#### **Position related skills**

Basic level of computer literacy (i.e. keyboard and computer skills)

Ability to follow instructions

Ability to apply attention to detail and accuracy in work undertaken

#### **Personal qualities**

Ability to work within a team environment

Demonstrated commitment to customer service

#### **Work qualities**

Behaviour that positively demonstrates commitment to Council's STRIVE values

**Desirable selection criteria**

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

**Education and knowledge**

School Certificate

**Licences/tickets, clearances, membership**

Current drivers licence

**Position related skills**

Demonstrated ability to organise work priorities within daily routine tasks

**Other features of this position may include**

Not applicable

**Generic performance requirements**

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position  
based on this Position Description.

Signed: ..... Date .....  
*Employee*