



## **POSITION DESCRIPTION**

<b>TITLE</b>	:	<b>RECORDS COORDINATOR</b>
<b>DIVISION</b>	:	<b>CORPORATE &amp; INFORMATION SERVICES</b>
<b>DEPARTMENT</b>	:	<b>GOVERNANCE &amp; ADMINISTRATION</b>
<b>REPORTS TO</b>	:	<b>MANAGER GOVERNANCE &amp; ADMINISTRATION</b>
<b>STAFF REPORTING TO</b>	:	<b>6</b>
<b>GRADE</b>	:	<b>7A – 7E</b>
<b>DATE:</b>	:	<b>MARCH 2015</b>

---

### **PERSON SPECIFICATION:      Qualifications, Skills & Experience**

#### **ESSENTIAL:**

1. Tertiary Qualifications in Records Management or equivalent experience.
2. Extensive experience in all functions of Records and Document Management including experience in systems development and improvement.
3. Sound knowledge of Electronic Document Management (EDM) systems, principles and functionality.
4. Demonstrated project management skills.
5. Sound knowledge of State Records Act and associated legislation/standards on record keeping and archiving principles.
6. Experience in staff supervision including developing staff and improving staff performance.
7. Sound customer service, communication skills (both written and verbal) and training skills.
8. Full knowledge of Keyword Classification principles and experience developing key word classifications.
9. Advanced Computer skills and experience in Microsoft Office applications

- 10 Problem solving and analytical skills.
11. Current C class Driver's Licence
12. Understanding of WH&S and EEO principles and their application in the workplace.

**DESIRABLE:**

1. Experience in Local Government or public administration environment.
2. Knowledge of Dataworks ECM system.
3. Knowledge of Government Information (Public Access) Act 2009

**PRINCIPAL ACCOUNTABILITIES:**

1. Co-ordinate the continuous improvement of Council's EDM system including undertaking maintenance of the system and implementing upgrades in liaison with Council's Manager Information Technology.
2. Manage Council's compliance with the State Records Act and associated legislation.
3. Supervise and develop staff to improve performance.
4. Co-ordinate education and training of staff and promote increased usage of Council's EDM system.
5. Responsible for communication of procedures in relation to all Records Management functions.
6. Co-ordinate Council's Digitisation Program.
7. Manage Council's Mailing Services.

**SCHEDULE OF DUTIES:**

1. Responsible for day to day supervision of Records Management staff and records functions including;
  - mail opening and distribution
  - correct classification and direction of correspondence to officers for action
  - Creation, titling, numbering & indexing of all files
  - Supervision of scanning and data input into EDM system
2. Responsible for oversight of continuous improvement of EDM system including maintenance and upgrades.
3. Responsible for training staff and developing resources for staff to promote the increased use of the EDM system.

4. Responsible for oversight of file management system including archiving, disposal and file retrievals in compliance with legislative requirements.
5. Responsible for oversight of Council's Digitisation Program.
6. Manage Council's compliance with the State Records Act and associated legislation.
7. Direct, motivate, train and develop Records Management staff including performance reviews.
8. Responsible for the development, implementation and communication of procedures in relation to all Records Management functions.
9. Responsible for the creation of Council's records according to Keyword Classification procedures.
9. Attend to records enquires from Council staff and ensure high levels of customer service.
10. Provide advice to the Manager Governance and Administration on the replacement of office equipment
11. Assist the Manager Governance and Administration with requests for information under the Government Information (Public Access) Act.
12. Undertake other duties and projects as directed.

## POSITION DESCRIPTION ATTACHMENT

### COORDINATOR

#### WORK HEALTH AND SAFETY

All employees of the Leichhardt Municipal Council are required to participate in the Council WH&S Management Program.

Specifically, this means performing your work in a safe manner and monitoring your workplace for hazards or risks. You must take reasonable care for your own health and safety and for those who may be affected by what you do or fail to do in the workplace.

You must cooperate with actions taken by the Council to comply with WH&S legislation and not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety and welfare.

#### RISK MANAGEMENT OF LEICHHARDT MUNICIPAL COUNCIL ASSETS

All employees of the Leichhardt Municipal Council are accountable for the management of risk within their own areas of responsibility. Risk includes, but is not limited to:

- Injury to persons or damage to the property of members of the community.
- Environmental risks.
- Damage or unauthorised entry to the Council's buildings and damage to its equipment.
- Loss of the Council's reputation as a good corporate citizen.

To assist you in meeting this responsibility the following policies and procedures have been established which you are required to familiarise yourself with and observe:

- The Risk Management Policy located on the Leichhardt Municipal Council intranet.

Responsibilities	Performance Measures
<ul style="list-style-type: none"><li>• Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements.</li></ul>	<ul style="list-style-type: none"><li>• Evidence of promotion of, and conformance with, Council policies and procedures</li></ul>
<ul style="list-style-type: none"><li>• Ensuring regular monitoring of Health and Safety performance in the area of their responsibility.</li></ul>	<ul style="list-style-type: none"><li>• Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate.</li><li>• Analysis of accident/incident trends</li><li>• Regular team meetings</li><li>• Use of the hazard reporting process</li></ul>
<ul style="list-style-type: none"><li>• Commitment to WH&amp;S</li></ul>	<ul style="list-style-type: none"><li>• Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc</li></ul>
<ul style="list-style-type: none"><li>• Undertaking accident/incident investigations</li></ul>	<ul style="list-style-type: none"><li>• Evidence of documented and signed accident investigation forms</li></ul>
<ul style="list-style-type: none"><li>• Liaising with Health and Safety representatives in relation to workplace Health and Safety issues.</li></ul>	<ul style="list-style-type: none"><li>• Regular meetings with WH&amp;S rep</li></ul>
<ul style="list-style-type: none"><li>• Improving health and safety performance</li></ul>	<ul style="list-style-type: none"><li>• Initiating action based on audit, inspection results and feedback from staff</li></ul>

<b>Responsibilities</b>	<b>Performance Measures</b>
<ul style="list-style-type: none"> <li>Undertaking regular inspections to assist in the identification of hazards</li> </ul>	<ul style="list-style-type: none"> <li>Development of a schedule of inspections</li> <li>Completed inspections</li> </ul>
<ul style="list-style-type: none"> <li>Attending health and safety meetings</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed/ documented minutes</li> </ul>
<ul style="list-style-type: none"> <li>Providing new employees with Health and Safety induction training and specific job training where required</li> </ul>	<ul style="list-style-type: none"> <li>Employee inductions complete.</li> <li>Evaluation of induction by employees</li> </ul>
<ul style="list-style-type: none"> <li>Facilitating rehabilitation for injured employees</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed return to work programs</li> <li>Selected duties register</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring employee awareness of Health and Safety management systems and specific workplace hazards</li> </ul>	<ul style="list-style-type: none"> <li>Regular documented meetings with staff</li> <li>Conducting random inspections to ensure that correct WH&amp;S procedures are being implemented by staff</li> </ul>
<ul style="list-style-type: none"> <li>Providing a clear definition, in writing, of all work procedures</li> </ul>	<ul style="list-style-type: none"> <li>All work instructions are documented and provided to staff with explanation.</li> </ul>
<ul style="list-style-type: none"> <li>Developing health and safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>Development of specific procedures where required</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge of WHS and related legislation</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at training sessions</li> </ul>