



## **POSITION DESCRIPTION**

**TITLE:** Administration Officer - Records

**DEPARTMENT/SECTION:** Records Dept, Governance and Administration Section

**POSITION REPORTS TO:** EDMS/Records Co-ordinator

**REPORTS TO THIS POSITION:** Nil

**SALARY RANGE** 4D - 4H

**DATE:** JULY 2015

### **PERSON SPECIFICATION:**

### **QUALIFICATIONS, SKILLS, EXPERIENCE:**

#### **ESSENTIAL:**

1. Experience working in a Records Management office environment.
2. A current NSW driver's licence as the role involves driving to our offsite storage facility in the Leichhardt Municipality.
3. Experience in moving and sorting physical files including understanding manual handling principles
4. Experience in scanning documents using a photocopier.
5. Knowledge and/or experience of computerised Records Management software - Leichhardt uses Dataworks ECM.
6. Experience in using computers and applications within the Microsoft Office Suite, particularly Word and Excel.
7. Ability to work and contribute to the overall team environment and assist in making the Records team efficient and effective in all its functions.
8. Understanding of and commitment to the principles of Work Health and Safety and Equal Employment Opportunity.

#### **DESIRABLE:**

1. Experience and knowledge working in Local Government.

**PRINCIPLE ACCOUNTABILITY:**

Under the direction of the Records Coordinator, the Administration Officer - Records is responsible for retrieving, moving and scanning files into Council's Records Management Software and other records related duties.

**SCHEDULE OF DUTIES:****DUTIES OF POSITION:**

1. Responsible for the scanning of files using Council's photocopiers.
2. Responsible for saving scanned documents into Council's Records Management System.
3. Responsible for retrieving files from storage areas.
4. Responsible for moving files between storage areas.
5. Ability to lift boxes with correct manual handling.
6. Ability to drive to and from Council's offsite storage area.
7. Other duties associated with Records Management as directed by the Records Coordinator.

## POSITION DESCRIPTION ATTACHMENT

### EMPLOYEE

#### 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 unauthorized 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 familiarize 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 work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation</li></ul>	<ul style="list-style-type: none"><li>• Conformance to WH&amp;S policy and procedures</li><li>• Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures</li></ul>
<ul style="list-style-type: none"><li>• Taking reasonable care for their own Health and Safety as well as that of others</li></ul>	<ul style="list-style-type: none"><li>• Use of SWMS and Standard operating procedures</li></ul>
<ul style="list-style-type: none"><li>• Having an understanding of the Health and Safety requirements associated with their employment</li></ul>	<ul style="list-style-type: none"><li>• Training records</li></ul>
<ul style="list-style-type: none"><li>• Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor</li><li>• Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible;</li></ul>	<ul style="list-style-type: none"><li>• Hazard identification reports</li><li>• Workplace inspection reports</li></ul>
<ul style="list-style-type: none"><li>• Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.</li></ul>	<ul style="list-style-type: none"><li>• PPE maintenance records</li><li>• Knowledge and use of Standard operating procedures</li></ul>
<ul style="list-style-type: none"><li>• Working in accordance with relevant competency standards</li></ul>	<ul style="list-style-type: none"><li>• Training records.</li><li>• Supervisor site inspection records</li></ul>
<ul style="list-style-type: none"><li>• Knowledge of WH&amp;S and related legislation within scope of job description</li></ul>	<ul style="list-style-type: none"><li>• Attendance at training sessions</li></ul>