

Records Officer Corporate Services

(Position Reference: VAC19/01)

Applications Close: 5:00pm Friday, 22 February 2019

Our Vision

*To be a responsive and innovative leader in assisting Perth's
Eastern Region to be a great place to live, work, play and do
business.*



About EMRC

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of six member Councils located in Perth's Eastern Region:

- Town of Bassendean
- City of Bayswater
- City of Belmont
- City of Kalamunda
- Shire of Mundaring
- City of Swan

Our Vision

To be a responsive and innovative leader in assisting Perth's Eastern Region to be a great place to live, work, play and do business.

Our Mission

The Eastern Metropolitan Regional Council, by partnering with member Councils (and other stakeholders), facilitates strategies and actions for the benefit and sustainability of Perth's Eastern Region.

Our Values

The EMRC places great importance on values. Our values shape the way we make decisions and how we treat each other, and importantly how we deal with the community, our customers and our business partners.

EMRC has 5 core values and they are:

- **Excellence** - Striving for excellence through the development of quality and continuous improvement.
- **Recognition** - Valuing staff in a supportive environment that focuses on their wellbeing.
- **Innovation** - Focus on innovative approaches in projects and service delivery.
- **Responsiveness** - Dynamic and flexible service delivery.
- **Integrity** - Accountability and consistency in all that we do.

Benefits of Working at EMRC

If you are seeking a supportive work environment that encourages excellence, values staff contribution and responds to employee needs then EMRC is the organisation for you!

We pride ourselves on offering a workplace appealing to all individuals.

Benefits Include:

- Work life balance
- A work environment that supports Equal Opportunity and Diversity
- Free parking
- Regular staff information sessions and networking events are held at the Belmont Office.
- Rostered days off for designated full-time staff
- 9.50% superannuation guaranteed plus 5% matched by EMRC when you contribute 5%
- 17.5% annual leave loading and 4 weeks annual leave
- Health and wellbeing programmes
- Fresh fruit provided in the staff amenities areas at no cost
- Free swim passes.
- Employee Assistance Program.
- On-site shower facilities
- Belmont office close to public transport, shops and restaurants
- Belmont Administration office closure between Christmas and New Year.
- Long Service leave after 10 years (transferable between WA local government authorities)
- Annual remuneration reviews for all staff
- Competitive rates of pay (above Award rates)
- Rewards and Recognition program
- Salary sacrifice on approved items
- Novated vehicle leasing arrangements



About the Position Vacancy

Applications Close: 5:00pm Friday, 22 February 2019

Records Officer

- An attractive salary package of up to \$75,427 per annum inclusive of 14.5% superannuation and 17.5% leave loading
- Work a 19 day month
- Belmont based location

The Eastern Metropolitan Regional Council (EMRC) is a Perth-based Regional Local Government providing services in waste management, regional economic development and environmental management for Perth's Eastern Region.

An exciting opportunity has arisen in our busy Corporate Services team for a highly motivated individual to become our new Records Officer. The successful candidate will be responsible for the day to day operations of the records management area, and maintaining the Council's electronic document management system.

You will possess relevant tertiary qualifications or have significant experience in a similar role, have a sound knowledge of electronic document management systems, a comprehensive working knowledge of applicable legislation, hold a WA "C" class drivers licence and have well developed written and oral communication skills.

To apply please submit your resume and a covering letter addressing your competencies, relevant experience and qualifications relevant to this role.

Apply online www.emrc.org.au/employment.html or via post to Manager HR, VAC 19/01, Recruitment, PO Box 234, Belmont WA 6984.

WENDY HARRIS
Acting Chief Executive Officer

For a confidential discussion about this role please contact David Schmidt, Manager Information Services on (08) 9424 2215.

The Eastern Metropolitan Regional Council is committed to building a diverse and inclusive workplace. We welcome people from all backgrounds to apply to join us, including Aboriginal and Torres Strait Islander peoples, people identifying as LGBTI, people from culturally and linguistically diverse backgrounds and people with disability



POSITION DETAILS

POSITION TITLE:	Records Officer
CLASSIFICATION:	Local Government Industry Award 2010 – Level 6
POSITION NUMBER:	A0011A
BASIS OF EMPLOYMENT:	Full Time
DIRECTORATE:	Corporate Services
BUSINESS UNIT:	Administration and Compliance

POSITION OBJECTIVES

Objectives of Position

- To provide a professional and quality customer orientated Records Management Service and maintain and administer an efficient and effective records management system in line with organisational and legislative requirements.
- To maintain the integrity of the records management system and observe personal integrity ensuring confidentiality obligations are maintained at all times.
- To assist all EMRC business units to implement and use the records management system in accordance with the EMRC's Recordkeeping Plan, the *State Records Act 2000* and other related statutory requirements.

Within Business Unit

- To provide a high level of support in the provision of general administrative services.

Within Organisation

- To provide staff training in records management procedures and systems.
- To coordinate the registration and classification of corporate information in the records management system.
- To ensure the actions identified in the Recordkeeping Plan are implemented.

POSITION REQUIREMENTS

Competencies

- A sound understanding of the purpose and principles of Records Management.
- Knowledge of the State Records Act 2000, the Freedom of Information Act 1996, and other related statutory requirements, and the ability to interpret and apply legislation.
- Knowledge of the General Disposal Authority for Local Government Records is desirable.
- Ability to work as an effective team member as well as unsupervised, to prioritise tasks, manage workloads and meet deadlines.
- Ability to exercise initiative and good judgement when required and in particular, to handle confidential and sensitive matters appropriately.
- Ability to provide a high level of customer service to all clients.
- Ability to provide records management training to new and existing staff.
- Professional and courteous telephone manner.
- Physical ability to undertake manual handling of archive boxes.
- Knowledge of administrative and general office procedures.
- A high level of computer literacy with the MS Office Suite (ie. Word, Excel, Outlook, and Adobe Acrobat Writer) and accurate data entry skills.
- A willingness to be flexible and assist with a variety of roles to meet the requirements of the organisation.

Experience

- Experience in current records management principles and practices.
- Experience in the application of the EMRC's Records Management System or similar electronic records management systems.
- Experience in Local Government records practices would be desirable.



Qualifications

- Records Management or related tertiary qualifications (or progress towards) are essential.
- Current and valid WA "C" Class Driver's Licence (or equivalent).
- National Police Clearance (no older than 3 months).

KEY DUTIES/RESPONSIBILITIES

Records Management Responsibilities

- Receive, open, sort, and distribute incoming mail.
- Register and index incoming paper and electronic correspondence and documentation into the electronic records management system.
- Create new files allocating appropriate title, security, disposition and other codes as required.
- Administer the control of records (Registration, Classification, Indexing and Tracking) in the records management system.
- Accurately record file movements and disposals.
- Maintain on-site storage to facilitate the rapid retrieval of materials.
- Undertake compliance monitoring of the EMRC's record keeping to ensure that records of key business decisions are being created and that areas in need of attention or improvement are highlighted.
- Maintain the consistency and integrity of the records management database by monitoring staff records practices within the organisation's records management systems.
- Field enquiries and provide advice and assistance to all staff on the correct method of creating and classifying records using the EMRC's records management system.
- Prepare and maintain records management system user guides.
- Develop and maintain record keeping procedures and document in the Recordkeeping Manual.
- Provide guidance to staff in their job specific record keeping roles and responsibilities.
- Provide Records induction training to new staff and ongoing recordkeeping training to all staff.
- Assist in the development, implementation and maintenance of policy and procedures for records management practices.

- Assist with the review of the EMRC's Recordkeeping Plan and submission to the State Records Office.
- Develop and update key performance indicators (KPIs) to measure the effectiveness of the EMRC's record keeping.
- Develop and implement a program for the disposal of digital and physical records.
- Coordinate the storage and destruction of records according to the approved retention and disposal schedule and statutory requirements.
- Oversee the preparation of materials for archiving.
- Authorise staff access to records and files.
- Ensure the fling of periodical and reference items to the Corporate Library.
- Maintain an awareness of current trends and developments in records management and attend relevant training and workshops accordingly.
- Provide relief assistance and support to EMRC's reception staff including responding to telephone enquiries of a general nature.

Occupational Safety and Health (OS&H) Responsibilities

- Follow and comply with all Occupational Safety and Health policies, procedures, and guidelines to ensure personal safety and the safety of others is maintained at all times.
- Ensure correct use is made of all equipment provided for safety and health purposes.
- Report all unsafe practices or hazards in the workplace to the appropriate manager and/or OSH Representative.
- Ensure incidents, accidents and near misses are reported to the appropriate manager and/or OSH Representative, using the appropriate documentation.

Organisational Responsibilities

- Respond to organisational initiatives and assist in the development of the EMRC as directed.



- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies, procedures and guidelines of the organisation at all times.
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Properly organise and manage working time to ensure efficient productivity.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.

ORGANISATIONAL RELATIONSHIPS

Responsible to

- A0025A – Manager Information Services

Supervision of

- No positions supervised.

Internal and External Liaison

Internal: All EMRC management and staff
Member Council staff

External: Local Government Records Management Group
State Records Office and other Government agencies
Records management consultants (as required)

EXTENT OF AUTHORITY

- This position operates under general supervision within established practices and procedures, and has the authority to act within predetermined guidelines, EMRC policy, and as delegated.

SELECTION CRITERIA

Essential

- Significant experience in a Records Management environment, with experience using electronic document management systems.

- Knowledge of the State Records Act 2000, the Freedom of Information Act 1996, and other statutory requirements, and the ability to interpret and apply relevant legislation.
- A high level of computer literacy with the MS Office Suite (ie. Word, Excel, Outlook, and Adobe Acrobat Writer) and accurate data entry skills.
- Ability to communicate with a diverse range of people to ensure the delivery of a high level of customer service.
- Demonstrated ability to prioritise tasks, manage workloads and meet deadlines.
- Demonstrated ability to exercise initiative and good judgement when required and to handle confidential and sensitive information appropriately.
- National Police Clearance (no older than 3 months).

Desirable

- Tertiary qualifications in Records Management or related discipline.
- Relevant experience in Local Government and knowledge of the General Disposal Authority for Local Government Records.



Summary of Employment Conditions

Location	Ascot Place Administration Building, 226 Great Eastern Highway, Belmont WA 6104
Hours of work	This position is required to work a minimum of 76 hours per fortnight. Current office hours are 8:30am to 5:00pm, Monday to Friday.
Special Conditions	<p>A current and valid driver's licence covering the class of vehicle/s to be driven in this position must be maintained at all times.</p> <p>The successful candidate must be legally entitled to work in Australia and will be required to provide proof of their eligibility by providing the EMRC with the following documents:</p> <ul style="list-style-type: none">▪ Australian Work Visa; and/or▪ Copy of Australian Citizenship Certificate; and/or▪ Confirmation of permanent residency; and/or▪ Birth certificate.
National Police Clearance Certificate	The successful candidate for the position will be required to provide the EMRC with a current National Police Clearance Certificate (no older than 3 months) prior to commencement.



How to Apply

Thank you for considering the Eastern Metropolitan Regional Council (EMRC) as your potential employer.

Completing Your Application

To be considered for the position, your application should include the following documentation:

1. Covering Letter

We will evaluate your application against the required competencies, experiences and qualifications as listed in the Position Description. Therefore your covering letter should briefly outline these points.

2. Resume or Curriculum Vitae (CV)

You are encouraged to provide the following information in your resume or CV:

- personal details - including contact details such as your address and telephone number;
- relevant education and professional training undertaken;
- employment history - including dates employed and key duties and responsibilities of each role;
- contact details of at least two suitable business referees.

3. Formal Qualifications / Supporting Documents

Photocopies of your relevant qualification(s), academic records of current studies, and relevant licences should be included with your application. If you are unable to upload the required documents during the on-line application process, please forward hard copies to the Manager Human Resources via mail.

Please do not submit original documents as they cannot be returned.

Who to contact if you have a question

If you would like further information about the recruitment and selection process, please call Human Resources on (08) 9424 2222 or email recruitment@emrc.org.au.

To find out more about a specific position, please call the person nominated in the job advertisement.



Submitting Your Application

Applications must be submitted by the closing date

You may submit your application marked '**Private and Confidential**' via any of the following methods:

EMAIL	recruitment@emrc.org.au
ONLINE	Visit the employment page of our website to submit your application. All attachments must be in Word format. Should you encounter problems lodging your online application, please call the HR department (08) 9424 2275
POST	Addressed to: Manager Human Resources EMRC PO Box 234 BELMONT, WA 6984
HAND DELIVERY	Addressed to: Manager Human Resources EMRC 1 st Floor, 226 Great Eastern Highway BELMONT

Closing Date

Vacancies are advertised for a specific period and cease at the close of business on the date specified in the advertisement. Note however, that we reserve the right to commence recruitment proceedings prior to the stated closing date.

The acceptance of late applications will be at the discretion of the Manager Human Resources in consultation with the relevant business unit Manager or Director.

Application Checklist

Before submitting your application, please check to ensure you have included all the following information:

- ✓ Cover letter
- ✓ A current comprehensive resume
- ✓ Copies (not originals) of supporting documentation (eg. relevant licenses, qualifications etc)
- ✓ Two referees and their contact details
- ✓ Copy of current Australia working visa (if applicable)



The Appointment Process

1. Selection Process

A Selection Panel will consider all applications and the most competitive candidates will be shortlisted and may be considered for further assessment. If you are assessed as being suitable for an interview, you will be contacted by telephone to make the arrangements.

If you have not been contacted within four weeks of the closing date you should consider that your application for the advertised position has been unsuccessful.

2. Interview Preparation

All interview questions will relate to the key responsibilities of the position and the competencies required to successfully perform in the role.

3. During the Interview

During the interview you will be given the opportunity to ask any questions you may have that are relevant to the position and the EMRC. It may help to write these down beforehand and bring them to the interview

4. Reference Checks and Pre-Placement Medicals

Reference checks will be required as part of the selection process, they should be able to comment on your work experience and at least one of your referees should be a recent line manager.

Should you be the preferred candidate for the role, you may be required to undertake a pre-placement health assessment with our preferred medical provider to determine your suitability to carry out the inherent requirements of the job. The assessment will be conducted by our medical provider and will be paid for by the EMRC.

The assessment may include one or all of the following:

- a general health assessment;
- an audiometric (baseline hearing) test; and/or
- a drug and alcohol screen.

Details of the assessment(s) to be undertaken (if any) will be confirmed at the time of interview.

5. Making the Decision

The successful candidate will be contacted by telephone with a verbal offer of employment and to confirm the anticipated commencement date. The formal written offer and contract of employment will be forwarded in due course. HR will sight and take copies of your relevant qualifications and drivers license upon your commencement.

All unsuccessful candidates interviewed will be notified of the outcome in writing.