



City of
Norwood
Payneham
& St Peters

SENIOR CORPORATE RECORDS OFFICER

POSITION & PERSON DESCRIPTION

July 2024

POSITION DETAILS

DEPARTMENT:	Governance & Civic Affairs
UNIT:	Information Services
SECTION:	Corporate Records
ORGANISATIONAL RELATIONSHIP:	Reports to the Manager, Information Services The Position is also expected to work in collaboration with staff across the organisation.
DIRECT REPORTS:	One (1) – Records Officer
AWARD:	<i>South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement</i>
CLASSIFICATION:	General Officer, Level 4

POSITION OVERVIEW

The Senior Corporate Records Officer provides records management services to the organisation including all elements relating to efficient tracking, retention, retrieval and disposal of the Council's documents.

The Senior Corporate Records Officer is responsible for developing and maintaining corporate information and records management systems, ensuring compliance with legislation and regulatory standards and meeting the Council's requirements.

POSITION OBJECTIVES

The purpose of this position is to provide oversight and coordination of the Council's corporate records to ensure the effective and efficient management of Council records as required by the State Records Act through the development and implementation of contemporary records management best practices.

KEY RESPONSIBILITIES

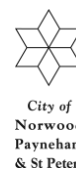
1. RECORDS AND ARCHIVES MANAGEMENT

- Oversee the daily duties of the records management function including the dissemination, processing, scanning, and tracking of incoming, internal and outgoing correspondence, ensuring that all information is recorded, classified, profiled, and stored correctly and is easily accessible for retrieval.
- Process documents and records in compliance with the Council's expectations and the *State Records Act 1997*.
- Provide advice on Council's records management processes, ensuring adherence to relevant legislative requirements.
- Identify and report on serious or ongoing breaches of non-compliance with Records management standards, policies, practices and procedures.
- Coordinate and undertake the sentencing, archiving and disposal of records in accordance with the General Disposal Schedule 40 and the *State Records Act 1997*. Prepare corporate records for destruction and ensure the destruction of these corporate records in accordance with State Records requirements.
- Conduct the preparation and transfer of records to Council's archives and State Records repositories.
- Develop and implement strategies to address the Council's long-term requirements for storing Council records, regardless of format.
- Provide technical and strategic records management advice to management.
- Undertake research into key issues and trends impacting records management practices and implement change where appropriate.
- Identify opportunities for process improvement and records storage structure to be more efficient.
- Ensure data integrity in the Council's EDRMS with regular auditing.

Performance Indicators

- Records are managed in accordance with legislative requirements.
- All Council records (regardless of the format of the record) are appropriately stored and easily accessed/retrieved.
- High level of confidentiality and security applied to all aspects of record keeping.
- Records Management Disposal Plan developed and operational.
- All records management activities are in accordance with policy, practice, procedures and plans.
- Timely reporting of non-compliance.
- Enquiries and/or applications for public access to Council records are dealt with promptly.

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2. TRAINING AND SUPPORT

- Contribute to the development, implementation, and maintenance of an internal staff training program regarding all aspects of records management.
- Serve as a resource for staff on records management, legislation, regulations and best practices.

Performance Indicators

- Staff are inducted and trained in the use of the Council's Corporate Record system, policies and procedures.
- Evidence of efficient, prompt and accurate services to staff regarding the management of Council records.

3. REPORTING

- Undertake data analysis and provide reports in relation to the Council's Corporate Records management:
 - to staff – outstanding documents and proposed transfer, destruction or archival on records disposal (as required)
 - to Management (as required) - incorrect practices, suspicious missing files, unauthorized records alterations and unauthorized access.
- Maintain record statistics for reporting as required for the number of:
 - documents received, registered, not registered;
 - files created and processing time for registration and mail delivery.

Performance Indicators

- Timely reports.
- Accurate data and information.
- Statistical analysis is relevant and accurate.



SELECTION CRITERIA

ESSENTIAL CRITERIA

- Certificate IV in Record Keeping or equivalent.
- Knowledge of the *State Records Act 1997*, *Local Government General Disposal Schedule* and other legislation and standards relating to Records Management.
- National Criminal Record (Police) Clearance with no adverse findings.
- *Department of Human Services (DHS) Working with Children Clearance* and *Aged Care Sector Employment Check Clearance* Check.
- Sound knowledge of policies and procedures related to all aspects of managing records.
- Highly developed written and oral communication skills and the ability to clearly and effectively communicate.
- Proficient with Microsoft Office applications and using an Electronic Document Records Management System.
- Ability to manage time, set priorities, plan and organise one's own work and work of team members.
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.

DESIRABLE CRITERIA

- Experience working in a Records Management and/or office administration environment.
- Experience in operating an electronic records management system to capture documentation and transfer into appropriate medium for filing and archiving.
- Experience working in Local Government.

JOB REQUIREMENTS

- Completion of training & attainment of skills applicable to Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.

WORK HEALTH & SAFETY RESPONSIBILITIES

- In accordance with *Section 28 of the Work Health and Safety (WHS) Act 2012*, while at work you must:
 - take reasonable care of your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
 - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
 - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
 - report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;
 - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
 - maintain their workplace in a tidy and safe condition;
 - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
 - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
 - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.
- Work Health & Safety (WHS) Competencies and training requirements include:
 - Sun Smart UVR (induction)
 - Hazardous Chemicals Awareness (induction)
 - Drugs & Alcohol Awareness (induction)
 - Environmental Hazards General Awareness (induction)
 - Hazardous Manual Tasks Awareness (induction)
 - Fatigue Awareness (annual)

ORGANISATIONAL VALUES

At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. In order to ensure that we achieve this, we have embraced the *Business Excellence Framework* as a mechanism for implementing continuous improvement and as part of this we have adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.



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AGREEMENT

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties and skills required and the expected outputs and outcomes for the position of Senior Corporate Records Officer.

APPROVED BY:

READ & AGREED TO BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER

Insert Name of Incumbent.
SENIOR CORPORATE RECORDS OFFICER

Date

Date

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of the Council as set out in the *CityPlan 2030: Shaping Our Future*. The *Organisational Values* are an integral component of the organisational culture and all staff are expected to perform their duties within the framework of the *Organisational Values*.