



INFORMATION MANAGEMENT OFFICER, RECORDS POSITION DESCRIPTION

Department:	Governance & Civic Affairs
Unit:	Records
Reports To:	Corporate Records Specialist The Position is also expected to work in collaboration with other staff across the organisation.
Direct Reports:	Nil.
Classification:	South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement General Officer, Level 3
Special Conditions:	Some out of hours work may be required.

PURPOSE

The Information Management Officer, Records is responsible for the efficient management of Council records as required by the *State Records Act 1997*, ensuring compliance with legislation and regulatory standards and meeting the Council's requirements in respect to corporate records policies and procedures.

KEY RESPONSIBILITIES

RECORDS MANAGEMENT

- Coordinate incoming and outgoing mail services.
- Classify, register and monitor corporate information within the EDRMS, providing support and advice to staff on correct record keeping practices.
- Support and contribute to the Council's compliance with *State Records Act 1997*, associated Standards, and GDS40 and GDS21 Certification requirements.
- Conduct quality audits, collate and use statistics, data and information to monitor and improve data entry standards.
- Provide digitisation services including format shifting, image quality clean up, metadata validation and workflow processing of hybrid records.
- Assist with the administration of user access and security controls, including monitoring compliance and confidentiality.
- Support the delivery of user training and awareness programs.
- Provide service and responses to records enquiries and requests to routine matters.
- Coordinate archiving activities, including preparation, transfer, tracking and retrieval of physical records, and liaison with the Council's offsite storage facility.
- Deliver a comprehensive range of records and information management services within the EDRMS, working with minimal supervision and contributing to service improvements.
- Provide input and participate in continuous improvement projects as required.

CUSTOMER SERVICE

- Provide a high level of customer service to all internal and external customers.
- Promote a positive image of the Council in accordance with the Council's service standards when providing service.
- Ensure that all requests for services and responses are aligned to the relevant Council's policies and procedures.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Experience in records/information management role delivering a range of basic records and information services including capture and classification, description and data entry, record appraisal, sentencing and disposal.
- Knowledge of the State Records Act 1997, Local Government General Disposal Schedule and other legislation and standards relating to Records Management.
- Experience in EDRMS, IT systems and workflows.
- High level of attention to detail.
- Excellent communication skills (written and verbal).
- Excellent organisational and time management skills, set priorities, plan and organise work to meet deadlines.
- Ability to work under general direction.
- Understands and utilises business process analysis to identify inefficiencies and improve processes.

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DESIRABLE CRITERIA

- A relevant qualification in the field
- Experience in operating an electronic records management system to capture documentation and transfer into appropriate medium for filing and archiving.
- Experience within Local Government

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Department of Human Services (DHS) Working With Children Clearance
- Department of Human Services (DHS) Aged Care Sector Employment Check
- 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.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

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| All Workers | <ul style="list-style-type: none">• Prioritise safety in the workplace.• Take reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.• Comply with legislation, policies, procedures and participate in WHS training.• Proactively identify and report hazards, incidents, injuries and property damage, using appropriate reporting systems.• Use tools and equipment correctly to protect the health and safety of yourself and others.• Ensure you are medically and physically fit to undertake the requirements of your position.• Follow reasonable safety instructions.• Not attend work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely. |
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WHO WE ARE



AGREEMENT

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

APPROVED BY:

READ & AGREED TO BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER
Date _____

Insert Name of Incumbent.
INFORMATION MANAGEMENT OFFICER
Date _____