

IT Digital Records Analyst

- Full time, Ongoing
- Band 6, Starting salary $97,555 plus superannuation

The Role

Are you passionate about improving how organisations manage, protect and use their information?

We're seeking an experienced and proactive IT Digital Records Analyst to help strengthen our digital recordkeeping capability and support the effective management of corporate information.

In this specialist role, you will administer, maintain and improve the City's Electronic Document and Records Management System (EDRMS), while helping ensure our digital and physical records are managed in accordance with relevant legislation, standards and organisational requirements. You will work closely with employees across the organisation to improve records processes, information quality and user adoption.

About you

To be successful in this role, you will have:

- Experience applying Public Record Office Victoria requirements within a Victorian local government environment, together with an understanding of council recordkeeping practices
- Experience administering, configuring or supporting an EDRMS
- The ability to analyse processes and system usage, identify opportunities for improvement and implement effective solutions
- Well-developed communication and stakeholder engagement skills including developing and delivering training, user guidance or change initiatives

If you are collaborative, curious and committed to improving how information is managed across an organisation, we would welcome your application.

This role requires a police records check.

Benefits

- Annual salary increases | 17.5% annual leave loading | Base hourly rate $49.36 + superannuation
- Secure and stable employment with flexible work options
- Paid parental leave | Purchased leave | Training & development opportunities

Visit our Employee Benefits website for more of our benefits.

Position Description

Please view the position description and detailed position demands document in "Job Attachments"

Contact

If you require any further information regarding this position, please contact **Jovic Trinidad, Coordinator Information Security, 0423 288 606.**



To Apply

Please submit your cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume by **11pm, Thursday 3 December 2026.**

About Us

The City of Greater Bendigo is in the heart of central Victoria on Dja Dja Wurrung and Taungurung Country. Located just 90 minutes' drive from Melbourne, our region offers all the benefits of a large city with a warm and welcoming country feel.

Greater Bendigo is an attractive region that is famous for its food and wine, and boasts the Bendigo Art Gallery, theatres, stunning heritage buildings and natural surrounds that provide great recreational opportunities. There are also high quality education and health services, a wide range of housing options, excellent rail and road networks, and Bendigo Airport has regular direct QantasLink flights to Sydney.

We provide more than 65 important services to support our community, which is heading towards a population of 200,000 by 2050. Now is a great time to join us!