

Careers

Records Officer

Job No: JR332

Employment Status: Full time

Location: Armidale

Closing Date: 8 November 2026

Turn your eye for detail into work that keeps Council connected, compliant and running smoothly

Are you organised, detail-focused and confident working with information and systems? Armidale Regional Council is looking for a Records Officer to join our Records Management team and help ensure Council's important information is accurate, secure and accessible.

About the role

As our Records Officer, you'll provide professional records management support across Council. You'll be responsible for registering, maintaining and retrieving electronic and hardcopy records, processing incoming and outgoing correspondence, and ensuring information is managed securely and in line with legislative requirements.

You'll also support staff using Council's electronic records management system, assist with digitisation and disposal activities, and work closely with teams across the organisation to continually improve the way we manage information.

What you'll bring

We're looking for someone who is organised, reliable and enjoys being part of a collaborative team. You'll bring:

- Strong attention to detail and organisational skills
- Excellent customer service and communication skills
- Confidence working with electronic systems and managing records
- An understanding of privacy, confidentiality and information security
- The ability to prioritise your workload and meet deadlines
- A positive approach to teamwork and continuous improvement.

A Certificate III in Business (Recordkeeping) and/or relevant records management experience will be highly regarded.

What You'll Get

- Salary of **\$1,335.81 per week (35-hour week) plus 12% superannuation.**
- Permanent full-time employment and a nine-day fortnight.
- Meaningful work that supports Council and the wider community.
- A welcoming and collaborative team environment.
- Opportunities to learn, develop and expand your records management skills.
- The chance to contribute to better systems, processes and information management across Council.

Careers



Join us and play an important role in protecting Council's information and helping our teams deliver services to the community.

How to apply

To help us get to know you beyond your resume. As part of your application, you will be asked the following:

- What would you bring to the ARC team, and why are you a good fit for this role?
- What skills, experience or personal qualities set you apart from other applicants?
- How does this role align with your longer-term career goals?

Video response (maximum 3 minutes)

- Tell us a little about yourself.
- How do you make sure your work is accurate and nothing gets missed?
- How would you handle confidential or sensitive information?

Please also submit:

- A current resume outlining your work history, skills and qualifications.
- A brief cover letter.

Please note:

Your written and video responses, resume and brief cover letter will form part of the assessment. Please also attach relevant qualifications and licences. Videos must be under 50 MB and uploaded as .mov, .mp4, .wmv or .avi.

For a confidential discussion, call Kirsten Bell, Records Team Leader on 02 6770 3642.

Be part of building something that matters.

Armidale Regional Council is an inclusive employer that does not discriminate based on race, religion, national origin, gender identity or expression, sexual orientation, age, or marital, veteran, or disability status.

Council recognises the unique skills and attributes demonstrated by service personnel in their service to our country and applications from ex-service personnel are welcome. All applicants who are veterans will be provided with specific feedback on their application if they are unsuccessful. The Local Government Rank to Grade Guide was developed to help both hiring managers and veterans understand how ADF skills and experience align with public sector jobs. You can use this guide as a tool to help you identify where your skills and qualifications align you to. For further information, and to access this guide, please click [Here](#).