

# Information Pack

## Records Officer (Compliance)

Temporary – Parental leave up to September 2027

Your application should be lodged online – [City of Rockingham Jobs](#)

**Applications are open until 4pm on Friday 21 August 2026; or until a suitable pool of applicants has been received.**

*The City reserves the right to close applications early, should it consider a suitable pool of candidates have been received. This means the position may close without notice. If you are interested in the position, we highly recommend that you apply as soon as possible.*

In the interests of fairness and equity, late applications WILL NOT BE ACCEPTED

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process, please contact the Recruitment Team via email at [jobs@rockingham.wa.gov.au](mailto:jobs@rockingham.wa.gov.au) or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

# Employment Conditions

|                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Location                                                        | Administration Building, Civic Boulevard, Rockingham                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Agreement                                                       | City of Rockingham Industrial Agreement 2024, or its successor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Gross Salary                                                    | \$75,999 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Tenure                                                          | Temporary, Full Time (Parental leave cover up to September 2027)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Hours of Work                                                   | An average of 38 hours per week, worked Monday to Friday. The City offers flexible working hours, enabling employees to work a 19-day month (ie 152 hours worked over 19 days, with the 20 <sup>th</sup> day rostered off). Other options may be discussed and agreed with the work area Manager.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Superannuation                                                  | 12% with the option to co-contribute up to a maximum of 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Annual Leave                                                    | Four weeks per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Sick Leave                                                      | 76 hours per annum, accrued on a monthly basis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Probationary Period                                             | Three months; may be extended to six months                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Integrity assessments that form part of our recruitment process | <p>If your application progresses beyond interview you will be required to:</p> <ul style="list-style-type: none"><li>• Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so.</li><li>• Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City.<br/>A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not.</li><li>• Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.</li></ul> |

# Position Description



|                  |                                               |
|------------------|-----------------------------------------------|
| <b>Title:</b>    | Records Officer (Compliance)                  |
| <b>Tenure:</b>   | Temporary, Full Time                          |
| <b>Division:</b> | Corporate Services                            |
| <b>Level:</b>    | 4 Industrial Agreement General Classification |

---

## RESPECT – our Values Statements

**Recognition** – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

**Ethics** – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

**Service** – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

**Professional Development** – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

**Empowerment** – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

**Communication** – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

**Teamwork** – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'



---

## Position Objectives

- To ensure the City complies with Western Australia Government's privacy and information sharing legislation
  - Assist in the provision of an efficient and effective records management service
- 

## Organisational Relationships

|                         |                                                                                                                                               |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reporting to:</b>    | Coordinator Records Services                                                                                                                  |
| <b>Responsible for:</b> | Nil                                                                                                                                           |
| <b>Membership of:</b>   | Corporate Services Team                                                                                                                       |
| <b>Liaison with:</b>    | Directors, Managers, Customer and Corporate Support Team, City of Rockingham teams, State Records Office, Records Management Storage supplier |

## Organisational Chart

|                                        |
|----------------------------------------|
| Manager Customer and Corporate Support |
| Coordinator Records Services           |
| <b>Records Officer (Compliance)</b>    |
| Records Officer (Archives)             |
| Records Officers                       |
| Scanning Officers                      |

---

## Key Responsibilities

### Administration

- Assist in the implementation of the Privacy and Responsible Information Sharing Legislation
- Act as the City's designated Privacy and Responsible Information Sharing (PRIS) Officer
- Assist in researching and developing Privacy and Responsible Information Sharing Policies, Standards and Procedures
- Monitor the PRIS Action Plan
- Develop and deliver PRIS awareness sessions for City employees
- Assist with records compliance matters
- Assist in the identification, review and re-sentencing of records
- Maintain statistics in relation to PRIS
- Provide assistance to the Records Department to undertake core records management activities

### Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

### Corporate Compliance

- Maintain safe and compliant work practices in accordance with Work Health and Safety (WHS) legislation, Risk Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies and procedures
- Follow all standard/safe operating procedures for the work area, in a manner that is consistent with the WHS Roles and Responsibilities Framework

### General

- Foster, advocate and implement the City's RESPECT Values Statements
- Perform other duties as directed when appropriate to the scope and level of this position

---

## Requirements of the Job

### Skills and Knowledge

#### *Essential*

- Knowledge of information classification principles
- Knowledge of legislation, practices and methods in information management, privacy and information sharing

- Knowledge of the State Records Act 2000 (WA)
- Knowledge of the Privacy and Responsible Information Sharing Act 2024 (WA)
- Strong communication skills
- Strong computer literacy, including proficiency in Microsoft Excel and Word
- Well-developed planning, prioritisation and organisational skills
- Strong problem-solving skills with the ability to exercise initiative and sound judgement
- Demonstrated ability to identify issues, evaluate options and implement practical solutions

#### *Desirable*

- Advanced knowledge of Open Text Content Manager (EDRMS)

### Experience

#### *Essential*

- Experience in working with electronic and paper based records and systems
- Thorough understanding of records management procedures

#### *Desirable*

- Experience in interpreting and implementing legislation

### Qualifications, Certification and Licences

#### *Essential*

- Police Clearance

#### *Desirable*

- Degree or Diploma in Records Management, Information Management or Business

### Scope of Position

The Records Officer (Compliance):

- Works under the general direction of the Coordinator Records Services and Manager Customer and Corporate Support
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and/or judgment within clearly established procedures and guidelines

### Certification

|             |                                        |               |             |
|-------------|----------------------------------------|---------------|-------------|
| Approved by | Manager Customer and Corporate Support | Date reviewed | August 2026 |
|-------------|----------------------------------------|---------------|-------------|

# Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

---

## Curriculum Vitae or Resume (Required)

This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job.

You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies.

It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.

---

## Selection Criteria (Required)

The selection criteria relevant to this role are specified in the advertisement and you must address these as part of your application.

**If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.**

---

## Covering Letter (Required)

Please include a covering letter, summarising your application and emphasise your strengths and achievements that are relevant to the role.

---

## Referees

Please provide names, work addresses and contact telephone numbers of two referees.

Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.

Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager.

---

## Qualifications, Certificates, References, etc.

Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application.

If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.

Some positions require you to have a current Working With Children Check; this will be stated in the **Requirements of the Job** section of the position description. You must pay for the Check, and the City will not reimburse costs.

---

## If you have any queries

Please contact a member of the Human Resource Development Team.  
[jobs@rockingham.wa.gov.au](mailto:jobs@rockingham.wa.gov.au) or by calling 08 9528 0333.

---