

Mission “By 2030 Cabonne Council will be **ADAPTIVE, RESILIENT & PERFORMING** organisation to maximise opportunities and to overcome the challenges faced by Council and our community.”

Values SAFETY RESPECT PRIDE TEAMWORK Our COMMUNITY

Cabonne Council is a Child Safe Organisation that is dedicated to respecting children and young people. We prioritise their voices and views and we are committed to taking proactive measures to always keep children safe.

Position Details

POSITION NO(s):	GC703-704
DIVISION:	CAPABILITY
DEPARTMENT:	Governance and Corporate Performance
UNIT:	Governance and Corporate Performance
TEAM:	Records
POSITION LOCATION:	Molong
EMPLOYMENT TYPE:	Permanent Full Time – 35 hrs/wk
SALARY SYSTEM GRADING:	Grade 4-5
REPORTING TO:	Department Leader Governance and Corporate Performance
NO. OF DIRECT REPORTS:	0
NO. OF INDIRECT REPORTS:	0
WORK FROM HOME:	A portion of this role may be considered for WFH arrangements by agreement with the DL.

Purpose of the Position

To ensure the records management needs of Council are met through the implementation of Council’s records management policies and procedures and the delivery of records management services throughout the organisation.

Key Duties & Accountabilities

Records Management

- Provide effective information and records management services to Council.
- Ensure the efficient, secure, and timely handling and storage of Council’s hardcopy and electronic information, ensuring compliance with legislation.
- Manage the continual development of Council’s Electronic Document Management System (EDMS).
- Ensure Council’s centralised switch is operated in accordance with Council’s policies and procedures including Council’s Customer Service Policy.
- Provide a consistently high standard of customer service in relation to records management and centralised switch operations.
- Ensure Council’s stationery & printing needs are fulfilled in a timely manner and within budget.
- Provide quality administrative support including photocopying, binding, shredding and data entry.

- Provide effective and efficient information research and retrieval services.
- Liaise with Innovation & Technology department regarding Council's phone system.
- Undertake a thorough review of Records registered on a weekly basis (monitor assigned tasks and ok created documents).
- Accurately sentence, cull, transfer, scan and/or dispose Council records in accordance with the General Retention and Disposal Authority for Local Government Records including preparation of State archives for transfer to State Records NSW.
- Perform work under typical office conditions, as well as inactive records storage areas. May involve exposure to dust and/or mould and may require the ability to lift boxes up to 16 Kilograms. Must handle fragile and deteriorating paper records appropriately.
- Assist with compliance duties relating to Council's EDMS, including complaints monitoring and customer service request monitoring as required.
- Assist with training staff in the use of EDMS as required.
- Provide assistance to the Department Leader – Governance & Corporate Performance, Governance Officer, Corporate Performance Officer and Risk and Legal Coordinator as required.

Work Health & Safety

- Comply with Council's WHS Policy and procedures including applicable SWMSs, SOPs, project/event safety management plans.

Code of Conduct and Ethical Behaviour

- Council staff must comply with all provisions made within Council's Code of conduct.
- You must not conduct yourself in a manner that:
 - Is likely to bring council or other council officials into disrepute.
 - Is contrary to statutory requirements or the council's administrative requirements or policies.
 - Is improper unethical.
 - Is an abuse of power.
 - Causes, comprises or involves intimidating or verbal abuse.
 - Constitutes harassment or bullying behaviour under this code or is unlawfully discriminatory.
- You must act lawfully and honestly and exercise a reasonable degree of care and diligence in carrying out your functions.

Qualifications and Experience

Qualifications:

Essential

- Class C driver's licence.
- Criminal History Check.

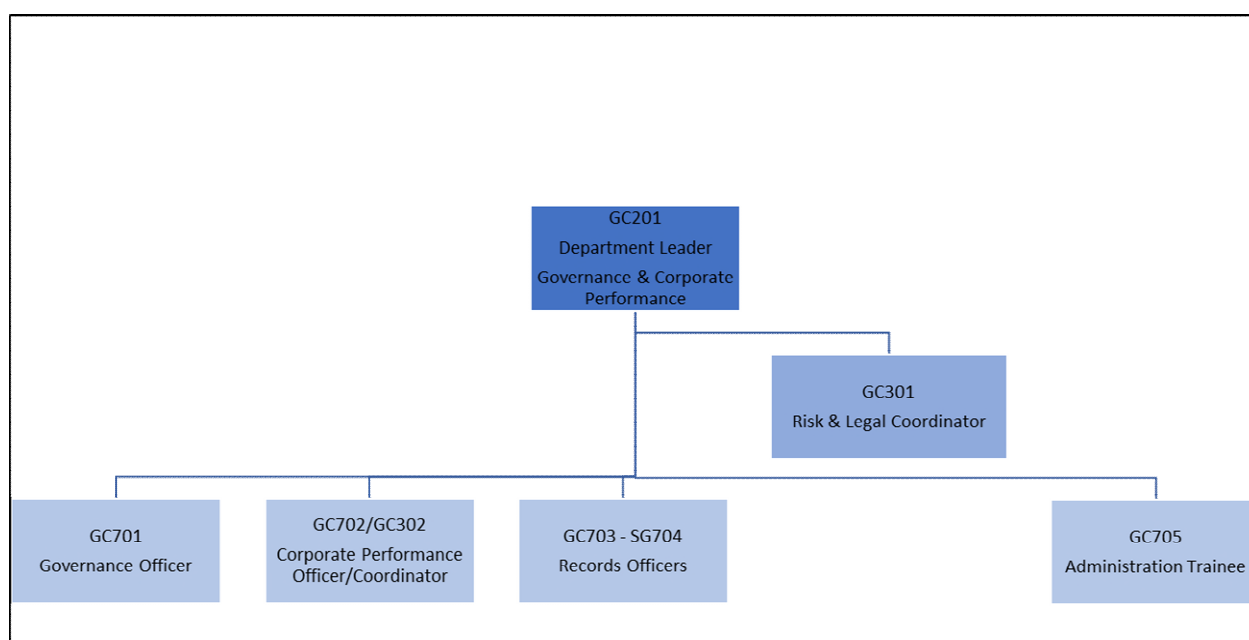
Desirable

- Certificate III in Business Administration or equivalent practical experience.

Skills & Experience:

- Demonstrated ability in the use of corporate technology including systems providing electronic records management, land and property management, finance, and customer service requests.
- Knowledge and understanding of the application of standards and legislation including:
 - State Records Act, associated standards, and other relevant legislation
 - General Retention and Disposal Schedule for Administrative Records and Local Government Sector Retention and Disposal Schedule
 - Government Information (Public Access) Act (GIPAA) Freedom of Information Act and other associated legislation
- Demonstrated high level of communication skills with the ability to liaise with all levels of staff.
- Well-developed analytical and problem-solving skills.
- Ability to maintain strict levels of confidentiality.
- Highly systematic and organised approach to work with strong prioritisation and time management skills.

Organisational Team



Cabonne Capability Framework

HIGH QUALITY SERVICE AND ASSET DELIVERY

 MANAGING BUDGETS	- We are responsible financial custodians of public funds. - We adhere to good governance, financial management processes and systems. - We exercise our fiduciary duties and ensure budgets are managed sustainably with due regard for our long-term Financial Planning and Strategic Asset Management Plans.
 MANAGING RISKS	- We proactively identify threats and opportunities impacting on our objectives. - We actively manage these positive and negative risks to be at acceptable levels within our resources to achieve optimum outcomes for Council. - We ensure our risk-based decisions are appropriately recorded and are understood. - Risks to our people's safety is our priority we will reduce these risks as low as is reasonably practicable to ensure they are safe at work.
 MANAGING SERVICE DELIVERY	- We ensure council services are delivered in a timely manner with quality to meet the needs and expectations of our communities and stakeholders. - We manage our assets efficiently to ensure they are fit for purpose and sustainable for our communities into the future.
 MANAGING PROJECTS	We manage our projects through diligent project management processes and systems to ensure they are on time, on budget and delivery quality outcomes for key stakeholders.

ADAPTING, INNOVATING AND IMPROVING THE WAY WE WORK

 INNOVATION & IMPROVEMENT	- We drive a culture of continuous improvement that encourages innovation, maximises value and eradicates waste. - We look to solve problems and make daily improvements. - We foster curiosity and questioning on the status quo to identify and maximise opportunities.
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DEVELOPING AND VALUING OUR PEOPLE

 LEADING PEOPLE	We provide leadership through valuing and respecting our people by: - Making the best use of their abilities. - Ensuring they are well informed of issues and changes that affect them. - Recognising effort and giving credit where credit is due. - Being honest and constructive in guidance and feedback given around their performance and behaviours. - Ensuring our workplace culture contributes to the overall wellbeing of our people.
 MANAGING SELF	As Council employees we display initiative and resilience, modelling appropriate behaviour, valuing safety, respect for others, and a willingness to continue developing and learning.

ENGAGING AND BUILDING RELATIONSHIPS WITH OUR KEY STAKEHOLDERS

 MANAGING RELATIONSHIPS	- We expect quality customer service with a commitment to timely responsiveness to our community and stakeholders, so they are aware of our actions and decisions as soon as practicable. - We take time to ensure our communication methods are clear and appropriate to their audience to minimise misunderstandings and confusion. - We seek to actively engage and work collaboratively with our community on projects, problems and issues that affect them.
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