

INFORMATION PACKAGE

Shire of East Pilbara

Records Management Officer

Job code: #256

Permanent, Full Time | Newman | Living Allowance up to \$13,125 p.a.

Seeking a meticulous and compliance-focused Records Officer experienced in digital efficiency!

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to join our team.

Join the journey to creating the incredible as our **Records Management Officer**

Do you have?

- Completion of Year 12 English and Mathematics.
- Well- developed written and verbal communication skills for liaising with staff at all levels.
- Well-developed time management and organisational skills with ability to meet deadlines.
- Proven ability to undertake duties in an ethical manner.
- Ability to maintain high confidentiality across all aspects of work.
- Current WA 'C' Class Drivers Licence valid in WA.

Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership** with **HEART - Honesty, Excellence, Accountability, Respect and Teamwork**.

To Apply

Please submit a current Resume and Cover Letter addressing the Essential Criteria in up to three pages via our website:

<http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing recruitment@eastpilbara.wa.gov.au.

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

Closing date:

Applications for this position are open until a suitable pool of candidates is received. This means vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

For enquiries relating to the application or recruitment process, please contact **People and Culture** on (08) 9175 8000 or recruitment@eastpilbara.wa.gov.au

www.eastpilbara.wa.gov.au

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THE HEART OF THE PILBARA

Canvassing of Councillors or Selection Panel Members will disqualify

POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Records Management Officer

Directorate

Corporate Services

Reports to

Coordinator Records Management & Freedom of Information

Position Number

#256

Position Level

LGIA 3

Position Summary

Contribute to the efficient and effective administration service, including records management and other business support tasks within the organisation. Assist with the establishment of sound Records Management and Administration processes and procedures to ensure an effective delivery of service. Maintain a high standard of Records Management and Administration Services ensuring a high degree of confidentiality and professionalism.

Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the "culture" and "values" of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Ensuring employee and customer satisfaction, engagement and excellence;
- Leading, guiding and navigating the management of employees under supervision, whilst developing and mentoring key talent;
- Supporting good governance through the application of good decision making and consistency of application;
- Building a team of high functioning professionals to deliver projects and outcomes for and on behalf of the Shire;
- Providing expert advice to internal and external stakeholders whilst maintaining relationships and responsibility for operational oversight for large, complex and

high-risk projects;

- Actively contributing towards the achievement of financial measures around margin, utilisation management and direct costs ensuring efficiencies and quality of service;
- Demonstrate leadership in and commitment to the health, safety and wellbeing of all Shire staff;
- Proactively report upon, and mitigate, organisational risks.

Role Accountabilities

Provision of Administration Services including Records Management

- Create, register and classify records (electronic and hard copy) in accordance with corporate policies, procedures and legislative requirements to ensure appropriate management, storage, security and accessibility of information.
- Undertake general information management activities including scanning, indexing, quality assurance, storage, retrieval, disposal and ongoing maintenance of records.
- Act as a professional first point of contact for internal and external stakeholders, responding to enquiries and escalating or redirecting matters as required to ensure timely and accurate information is provided.
- Maintain and update records and databases in compliance with recordkeeping legislation, policies and systems to ensure information accuracy, integrity and appropriate retention or archiving.
- Respond to records and information management enquiries in accordance with



relevant policies, procedures and legislative requirements.

- Maintain up-to-date knowledge of relevant legislation, standards, policies and guidelines to ensure compliance with recordkeeping obligations.
- Ensure all records comply with the Shire's Record Keeping Plan and associated policies, procedures and legislative requirements.
- Contribute proactively to the effectiveness and efficiency of the Directorate through continuous improvement and collaboration.
- Ensure adherence to corporate policies, practices and procedures relating to Information Management and administrative obligations.
- Deliver a high standard of customer service, ensuring all correspondence is managed in a professional, accurate and timely manner.
- Utilise available technologies and systems effectively to maximise efficiency, accuracy and service delivery outcomes.
- Other Duties as requested.

Team

- Work effectively within a team environment.
- Establish effective working relationships with team members and apply sound communication skills to resolve issues.
- Effectively manage time and prioritise tasks.
- Apply Work Health and Safety legislation and policies to maximise a safe working environment.
- Support and promote the Shire's Code of Conduct within the team and assist in the progression of the Shire's Strategic Plan.
- Undertake special projects in line with the position responsibilities and classification.

Selection Criteria

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

Essential Criteria

(to be considered for this role you must demonstrate the following skills and experience)

- Completion of Year 12 English and Mathematics.
- Well- developed written and verbal communication skills for liaising with staff at all levels.
- Well-developed time management and organisational skills with ability to meet deadlines.
- Proven ability to undertake duties in an ethical manner.
- Ability to maintain high confidentiality across all aspects of work.
- Current 'C' Class Drivers Licence valid in Western Australia.

Desirable Criteria

- Certificate III or higher in relevant discipline, such as Information Management, Business Administration, or equivalent industry experience.
- Demonstrated knowledge of corporate filing systems and records management principles and standards.
- Familiarity with records management software.
- Ability to read and interpret legislation, regulations or local laws.



Remuneration details

Employment conditions in accordance with the Shire of East Pilbara Industrial Agreement 2024 (LGIA 2024).

Cash salary component:

- Base salary \$64,306 - \$70,958 per annum.
- Living Allowance up to \$13,125 per annum is paid as per the Shire's policy and may be subject to change.
- 22% Superannuation includes: 12% Superannuation guarantee with an additional 5% to match employee voluntary contribution. The combined total of the Shire's contribution shall not exceed 17% of the specified salary.

Accommodation:

- Is not available for this position.

Relocation expenses:

- Is not available for this position.

Hours of work:

- As per the Award, ordinary hours of work are 38 hours per week.

In addition:

- Annual uniform allowance up to \$440.
- 5 weeks Annual leave and the eligibility to accumulate rostered days off every 19 working days.
- Long Service Leave – Thirteen (13) weeks after ten (10) year continuous Local Government services.
- Annual Leave Travel Assistance – following twelve (12) months completion of service, one (1) return economy airfare to Perth, based on the cost of an airfare from Newman.

Other benefits and services:

- Discounts for staff for the use of recreation and aquatic centre facilities.
- Professional development is encouraged and promoted by providing staff training as necessary.

INFORMATION FOR APPLICANTS

Shire of East Pilbara

Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

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About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.