



A future where the use of land information knows no bounds

Role Statement

Title:	Team Leader Records and FOI
Salary level:	Level 5, GOSAC 2008 \$70,037 to \$77,405
Location:	Midland

Key role responsibilities

In this role you will manage the delivery of physical and electronic records management service particularly correspondence control, file creation and management and mail processing to Landgate staff and coordinate the Freedom of Information processes across Landgate.

Activities undertaken as part of this role include:

- Managing the activities of a small team
- Ensures compliance with legislative requirements and business needs around recordkeeping
- Ensures a high level of service is maintained by attending to customer enquiries within agreed timeframes, maintaining customer service standards.
- Responds to enquiries relating to FOI matters and provides advice and training as appropriate.
- Supervises the Development and updates FOI annual returns, the Landgate Information Statement, records control, maintenance and distribution procedures and guidelines in accordance with the FOI Act, State Records Act and Landgate policies.

Work Related Requirements

Below are the experience/skills/abilities required in this role:

- ☐ Proven ability to communicate effectively with internal and external stakeholders with a strong customer focus
- ☐ Demonstrated ability to establish and maintain positive working relationships within a team.
- ☐ The proven ability to prioritise, monitor and co-ordinate personal and team workloads, and problem solve with minimal supervision to achieve results.
- ☐ Well developed analytical and problem solving skills, and an understanding of the role of information management.

We are looking for a demonstrated commitment in your professional and/or personal life to Landgate's values. Our Code of Conduct details these values, which are: excellence, creativity, celebration, growth and learning, sustainability and community. Your ability to apply these values will be assessed throughout the recruitment process.