



Classification Evaluation Date:

Current Version Date: 07-12-2010

JOB DESCRIPTION FORM

DEPARTMENT OF INDIGENOUS AFFAIRS

380.15852.1; INDEXING OFFICER

POSITION DETAILS

| | |
|----------------------|---------------------------|
| Classification/Level | Level 2 |
| Award/Agreement | PSA |
| Org Unit | 380.Corporate Information |
| Physical Location | Perth |

REPORTING RELATIONSHIPS

Number of Positions Supervised 0

SUPERVISOR

| | |
|----------------------|-----------------------------------|
| Position Number | 380.15940.1 |
| Position Title | Corporate Information Coordinator |
| Classification/Level | Level 5 |

KEY WORK DESCRIPTION

This section provides a brief summary of the key functions of the position.

Undertakes a range of information management activities to service client needs and meet Departmental objectives, ensuring compliance with internal and external policies and guidelines.

ORGANISATIONAL CONTEXT

This section provides a synopsis of the Organisation and its goals.

DIA is a dynamic agency responsible for leading the Western Australian Government's commitment to improving opportunities for Aboriginal people and lessening the disparity between the lives of Aboriginal and non-Aboriginal people. DIA leads the public sector in decision making and policy development on all Aboriginal issues.

Our core business includes promotion, reconciliation and respect for Aboriginal history, heritage and culture; the management and protection of places of significance to Aboriginal people in Western Australia and the management of the Aboriginal Lands Trust estate.

CORPORATE STRATEGY

The Corporate Strategy Division supports all tiers of government in the achievement of their strategic objectives in Aboriginal affairs through the provision of contemporary corporate support systems and processes; and strategic information and advice in policy, service delivery and accountability reform.

OPERATIONS

The Operations Division provides advice, develops innovative strategies and pilots initiatives to facilitate positive change in Indigenous Affairs. The Division comprises Heritage and Land Branches and has a network of regional offices throughout the State to provide a strong community engagement focus. The Division implements priority projects at targeted locations and brokers state, regional and local partnerships to assist in improved social and economic outcomes for Aboriginal people.

Substantive Equality

The Department of Indigenous Affairs is committed to ensuring that Indigenous Western Australians live long, healthy and fulfilling lives. The Department recognises and values Indigenous Land, Heritage and Culture and supports Indigenous people in their needs and aspirations to share equally in the benefits of Western Australian society and economy.

WORK DESCRIPTION

This section outlines the results and outcomes required of an individual in this position.

CUSTOMER SERVICE

Responds to requests for information, files and correspondence, ensuring the delivery of a quality and timely customer service at all times.

Liaises with staff to maintain knowledge and an understanding of Departmental functions and activities.

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Provides advice and support to staff on records management practices and procedures.

JOB SPECIFIC - CLASSIFICATION AND INDEXING

Creates new files in accordance with the Department's Business Classification Scheme (BCS).

Classifies and indexes correspondence, Ministerials and other documents having due regard for sensitivity and urgency.

Contributes to the development of business classification schemes and thesaurus development.

INFORMATION MANAGEMENT

Subject to business demands, duties will also range with the following:

Classifies and indexes correspondence, Ministerials and other documents.

Processes files in accordance with the Retention and Disposal Schedule and prepares files for offsite storage, archiving and destruction.

Sorts, distributes and delivers files and other documents to staff and completes daily mail runs.

Checks and attaches documents to files (including Ministerials), verifies actions, processes Bring-ups, conducts file audits and returns completed files to storage.

Maintains the computerised records management system ensuring accuracy and integrity of information associated with location updates, staff updates, file movements and file details.

Produces reports from the computerised records management system, monitors Regional Office system integrity and assists with the implementation of electronic documents.

Collects and opens incoming mail and enters cheques into the remittance book.

Receipts, registers, indexes and distributes incoming facsimiles and maintains auto fax facilities.

Prepares outgoing mail (Mailwest and Australia Post).

Undertakes other duties as directed.

WORK RELATED REQUIREMENTS

This section outlines the mix of pre-employment requirements and competencies required of an individual in this position. The following is to be read in the context of the preceding sections of this document.

Good interpersonal, written and oral communication skills, with demonstrated experience in effectively and

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sensitively communicating with Indigenous Australians and/or diverse customer groups.

Sound knowledge of records management practices and procedures, with demonstrated experience in the delivery of a range of information management services and maintenance and/or use of computerised information management systems.

Demonstrated experience in classification and indexing, with good knowledge of relevant information management legislation such as the State Records Act, Audit Act and Freedom of Information Act. Knowledge of administrative and functional thesaurus business classification methodologies.

Demonstrated experience in working both independently and in a team environment.

Desirable

Indigenous Australian (Yes or No)

SPECIAL EQUIPMENT/REQUIREMENTS

Nil

CERTIFICATION

Signature: _____

Date: / /