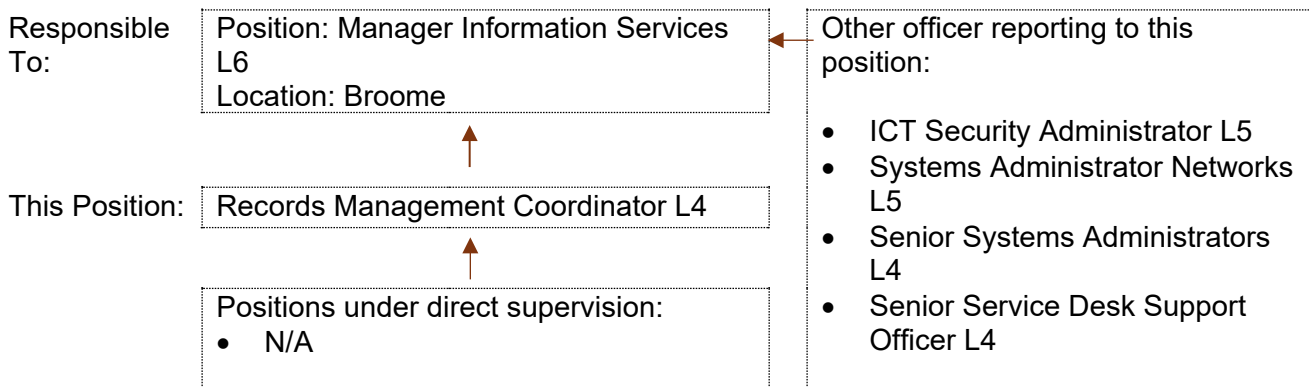


Records Management Coordinator

Position Details

Position Number: 30000699
 Classification: Level 4
 Award/Agreement: Public Service CSA Agreement 2024 or as replaced
 Directorate: Organisational Services
 Location: Broome or Karratha

Reporting Relationships



Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

Our Values

The principles and standards of behavior outlined in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day-to-day activities.

NR TAFE is committed to an inclusive, high-performance culture that places the needs of the students and the public at the center of all that we do.



Position Overview

This position supports the Manager, Information Services in the development, implementation, monitoring, and continuous improvement of the College's records management framework. The role ensures compliance with the State Records Act 2000, Freedom of Information Act 1992, and DGov Information Classification requirements, while delivering effective monitoring and reporting of information services.

The role provides expert support for the College's Electronic Document and Records Management System (EDRMS), assists with Freedom of Information (FOI) processes, and supports all employees in meeting their legal record-keeping obligations.

Position Responsibilities

- Support the Manager, Information Services to ensure information management, classification, retention, disposal, and access practices comply with legislative, policy, and College requirements, including FOI and State Records obligations.
- Administer and maintain the EDRMS, including performance monitoring, security classifications, user access controls, audits, and ensuring system integrity, availability, and protection of information assets.
- Manage and respond to Freedom of Information and information release requests, providing expert advice and assisting staff with complex or sensitive enquiries.
- Provide professional advice and consultancy to management and staff on information governance, EDRMS use, and records management practices.
- Develop and deliver training programs and guidance materials to support effective and compliant information management and EDRMS usage across the College.
- Liaise with users to identify requirements, support business process analysis, coordinate system upgrades and enhancements, and identify opportunities for improved electronic document management and workflow.
- Coordinate second-level incident management, work collaboratively with stakeholders and service providers to resolve complex issues, and always maintain confidentiality and discretion.
- Contribute to monitoring, reporting, and continuous improvement activities related to information services performance, compliance outcomes, and risk management.
- Undertake other duties as required.

Selection Criteria

- Demonstrated knowledge and experience in contemporary records and document management practices, including the State Records Act 2000, Freedom of Information, and Privacy legislation, within a complex organisational environment.
- Demonstrated experience maintaining and administering an Electronic Document and Records Management System (EDRMS), including the development and delivery of user training.
- Well-developed verbal, written, and interpersonal communication skills, with the ability to liaise effectively, negotiate outcomes, and resolve problems with stakeholders and vendors.
- Highly developed computer skills with strong attention to detail, ensuring accurate, high-quality data and clear, compliant record-keeping.
- 'C' class drivers licence

Other requirements

May be required to travel to and work from other NR TAFE campuses from time to time.

Appointment Factors

Location: NR TAFE Campus (Karratha or Broome)

Accommodation: Not applicable

Allowances: As per Award.

Travel: Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions

Nationally Coordinated Criminal History Check (NCCHC):

All new staff are required to complete a Nationally Coordinated Criminal History Check (NCCHC) through the Department of Education, regardless of whether they currently hold a valid criminal history check.

Working With Children Check (WWC):

All new staff appointed to NR TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Current WA 'C' Class Driver's Licence:

All new staff being appointed to NR TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

Prescribed Legislation and Regulation:

As an employee of the Western Australian public sector, you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act 1994 (WA) and associated regulations
- Vocational Education and Training Act 1996 (WA)
- Public Sector Code of Ethics and Commissioner's Instruction 40 – Ethical Foundations
- North Regional TAFE Code of Conduct
- Equal Opportunity Act 1984 (WA)
- Work Health and Safety Act 2020 (WA)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- North Regional TAFE Policies and Procedures

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Director		Executive Director	
Name:		Name:	
Signature		Signature	
Date:		Date:	