



## **Record Keeping Consultant - Level 4 (MPE26070)**

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<b>Group:</b>	<i>Dept of Mines, Petroleum and Exploration</i>	<b>Location:</b>	<i>East Perth - Mineral House</i>
<b>Division/Directorate:</b>	<i>Corporate Services</i>	<b>Supervises:</b>	<i>0</i>
<b>Branch:</b>	<i>Information Management Services</i>	<b>Reports to:</b>	<i>Manager Information Management</i>
<b>Section:</b>	<i>NA</i>		

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### **Operational Context**

The Legal and Information Management Directorate provides legal advisory services to the Minister, statutory office holders, and the directorate's business units on legislation, regulation and regulatory matters across the resources sector. It also provides strategic leadership and operational support for information access and governance across the department to strengthen compliance, decision quality, and risk management including FOI, privacy, recordkeeping, and responsible information sharing, through implementation of the Record Keeping Plan and monitoring information management practices. The Information Management Services Branch supports the Department and all its employees to meet their privacy and responsible information sharing, recordkeeping, and freedom of information requirements.

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### **Role Overview**

This position provides consultancy and support services to departmental staff regarding organisation wide information and record keeping functions, processes, procedures, systems and responsibilities. The role undertakes reviews and audits of record keeping systems and procedures to identify improvement needs and ensure compliance with both corporate and the legislative requirements of the State Records Act 2000.

### **Building Leadership Impact as a Personal Leader**

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about the work of individuals who make a direct and immediate difference to the agency, with personal accountability for delivering excellence.

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### **Role Responsibilities**

The following outlines the key responsibilities and duties related to this position:

- Provides consultancy and support services to departmental staff regarding organisation wide recordkeeping functions, processes, procedures, systems and responsibilities.
  - Undertakes reviews and audits of recordkeeping systems and procedures to identify improvement needs and ensure compliance with corporate and legislative requirements.
  - Assists in the development of policies, procedures and guidelines to support effective information management.
  - Manages and maintains the business classification scheme; liaises with stakeholders to develop new or refine existing terminology and scope.
  - Assists in the development of training and business engagement programs relating to recordkeeping and records management requirements.
  - Assists in achieving business priorities through responsibly maintaining user focused information and recordkeeping systems that are productive and efficient.
  - Coordinates and undertakes records management projects as required including retention and disposal and paper light.
  - Develops knowledge of and understanding of the Freedom of Information Act 1992 and the Privacy and Responsible Information Sharing Act 2024.
  - Provides support to other functional areas including regional offices as required.
  - Undertakes physical work, using appropriate manual handling techniques, including regularly moving archive boxes up to 15 kilograms.
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## **Corporate Responsibilities**

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
  - Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
  - Performs other duties as directed.
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## **Role Specific Requirements**

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated experience in delivering records or information management services, including the development and maintenance of information management tools and training resources.
- Sound knowledge of records and information management practices, principles and legislative requirements.
- Demonstrated experience in the advanced use of an electronic document and records management system (EDRMS).
- Well-developed communication and interpersonal skills together with the ability to liaise and consult with a range of stakeholders in various contexts.
- Demonstrated analytical and problem-solving skills.

## **Expected Leadership Behaviours**

While it is expected that the occupant will demonstrate all leadership behaviours of a [Personal Leader](#), the following outlines those that are required to undertake this role:

- **Lead Adaptively** - You demonstrate a willingness to extend your knowledge, skills and technical expertise to support your development, seeking guidance when necessary.
  - **Embody The Spirit of Public Service** - You complete your work practices in accordance with the policies and procedures of your work area, seeking clarification and guidance as necessary.
  - **Build Capability** - You provide technical and professional support to your peers, making time to mentor others in your team.
  - **Deliver on High Leverage Areas** - You take responsibility for managing your work to achieve results, keeping others informed of your progress.
  - **Dynamically Sense The Environment** - You adapt your communications style and language depending on your target audience, negotiating confidently and respectfully.
  - **Think Through Complexity** - You understand and respect the need for compliance to minimise risk in your team.
  - **Lead Collectively** - You understand your agency's objectives and can express how your work relates and contributes to achieving operational excellence for your agency.
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## **This position reports to:**

Manager Information Management

Position No: MPE25606      Classification: L7

## **Positions reporting to this Role:**

This position has no direct reports

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## **Position Conditions:**

The following outlines pre-employment assessments and ongoing conditions and requirements:

- Nationally Coordinated Criminal History Check
- Current Western Australian C or C-A class drivers licence or equivalent

## **Approved Date**

7-MAY-2026