



# JOB DESCRIPTION FORM

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| <b>JOB TITLE:</b><br>Records Officer | <b>POSITION NUMBER:</b><br>11124 | <b>CLASSIFICATION:</b><br>Level 1 |
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| <b>AWARD</b><br>Public Service Award 1992  | <b>EMPLOYMENT TYPE</b><br>Permanent, Full-Time     |
| <b>DIRECTORATE</b><br>Organisational Development   | <b>TEAM</b><br>Information Management Unit         |
| <b>POSITION REPORTS TO</b><br>Senior Records Officer, Level 4  | <b>POSITIONS REPORTING TO THIS POSITION</b><br>Nil |
| <b>PURPOSE OF POSITION</b> <ul style="list-style-type: none"> <li>Carries out relevant records duties associated with the central filing system and the day-today operations of the records service.</li> <li>Assists with the management of records for the WA Museum through supporting all users of the records management system.</li> <li>Supports the Senior Records Officer to provide accurate and timely information on records management related matters to support effective planning, operational excellence and performance reporting.</li> </ul>  |  |
| <b>CONTEXT</b> <p>The Western Australian Museum is the State's natural, social and cultural history museum. It has public sites in Perth, Fremantle, Kalgoorlie, Albany and Geraldton and a collection and research centre in Welshpool. It is part of the Culture and Arts Portfolio, brought together by the Department of Culture and the Arts (DCA). DCA is the State Government agency responsible for the Government's support of management and development of arts and culture in Western Australia.</p> <p>The Museum's mission is to inspire people to explore and share their identity, culture, environment and sense of place, and experience and contribute to the diversity and creativity of their world. The Museum is committed to public value.</p> |  |

**REGISTERED**  
DEPARTMENT OF CULTURE  
AND THE ARTS  
INITIALS *SPM* DATE *4.7.16*



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| <p><b>STATEMENT OF DUTIES</b></p> <p><b>Records</b></p> <ol style="list-style-type: none"> <li>1. Creates new volumes using the WA Museum Thesaurus and keyword classification principles on Records Management System.</li> <li>2. Ensures that all files and documents are filed correctly ie documents chronologically and files numerically.</li> <li>3. Assists staff with file-related enquiries.</li> <li>4. Maintains and retrieves information from the databases.</li> <li>5. Assists to open, sort and distribute all incoming mail.</li> <li>6. Performs file audits.</li> <li>7. Register office documentation, other than incoming mail, into Records Management System.</li> <li>8. Physically construct records files.</li> <li>9. Attach records to files.</li> <li>10. Track location of changes to records and files on Records Management Systems.</li> </ol> <p>Other duties as required with respect to the skills, knowledge and abilities of the employee.</p> | <p><b>Compliance And Legislative Knowledge</b></p> <ul style="list-style-type: none"> <li>• Comply with Culture and Arts Portfolio Code of Conduct, policies and procedures and relevant appropriate legislation.</li> <li>• Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.</li> </ul> |
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| <p><b>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</b></p> <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Good written communication skills.</li> <li>2. Good interpersonal skills.</li> <li>3. Demonstrated computer skills.</li> <li>4. Good organisational skills.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1 Experience in working in a records environment</li> <li>2 Knowledge of record management principles</li> <li>3 Experience with a computerised records system</li> <li>4 Current A Class Drivers Licence</li> <li>5 Suitably able to regularly move boxes of up to 15 kilograms.</li> </ol> | <p><b>KEY RELATIONSHIPS / INTERACTIONS</b></p> <ol style="list-style-type: none"> <li>1. Staff within the team.</li> <li>2. Staff from across a variety of levels and agencies.</li> </ol>   |
|   | <p><b>KEY CHALLENGES</b></p> <ol style="list-style-type: none"> <li>1. Developing and maintaining good working relationships with a variety of stakeholders.</li> <li>2. Working in a busy and changing work environment.</li> <li>3. Competing priorities.</li> </ol> |
|   | <p><b>SPECIAL CONDITIONS</b></p> <p>Nil</p>  |
|   | <p><b>LOCATION</b></p> <p>Welshpool</p>  |

**Manager Signature:** ..... **Date:** ..... **Employee Signature:** ..... **Date:** .....

