



A workers' compensation and injury management scheme that works for all

JOB DESCRIPTION FORM

SENIOR RECORDS OFFICER

LEVEL 4 02203861

Key responsibilities

- Coordinates the Freedom of Information processes at WorkCover WA.
- Contributes to the development and implementation of records management procedures, ensuring compliance with internal and external guidelines and legislation.
- Assists with continuous improvement programs aimed at enhancing recordkeeping practice across the agency.

Statement of duties

Freedom of Information

- Examines applications, researches and evaluates documents requested and provides written recommendations in accordance with the *Freedom of Information Act 1992*.
- Drafts FOI Notices of Decision for review and approval by supervisor.
- Communicates with external parties and negotiate release of information under FOI.
- Undertakes the receipt, registration and processing of subpoenas and summonses.
- Drafts subpoena/summons responses for CEO approval.
- Reviews the agency's FOI procedures and related document templates.



Records Management

- Assists the Co-ordinator Records with the management of the Records Section including:
 - Providing training and advice to Records Section and other agency staff;
 - Management, implementation, testing and quality control of TRIM including ensuring security and confidentiality of TRIM records;
 - Undertaking the migration of historical information from legacy systems into the EDRMS (TRIM);
 - Contributing to the review of the agency's Recordkeeping Plan, Retention and Disposal Schedule, Records Management Procedures and Business Classification Scheme;
 - Ensuring the day to day activities of the Section are undertaken in an effective manner.
- Undertakes the appraisal of existing records against the agency's R&D schedule and undertakes destruction, or arranges offsite storage, of physical and electronic records in accordance with the R&D schedule.
- Undertakes regular audits of user access in the EDRMS (TRIM).
- Undertakes amendments to the Vital Records Register and provides advice to staff in relation to vital records.
- Implements processes for records-related disaster recovery.

Other

- Participates as a member of the Corporate Resources Division.
- Participates in the development and achievement of WorkCover WA's strategic plan, divisional plans, policies, practices and procedures.
- Complies with the requirements of the Code of Conduct and all relevant policies and legislation including EEO, OSH and Records Management.
- Participates in the Performance and Development Agreement system.
- Performs other duties as directed.

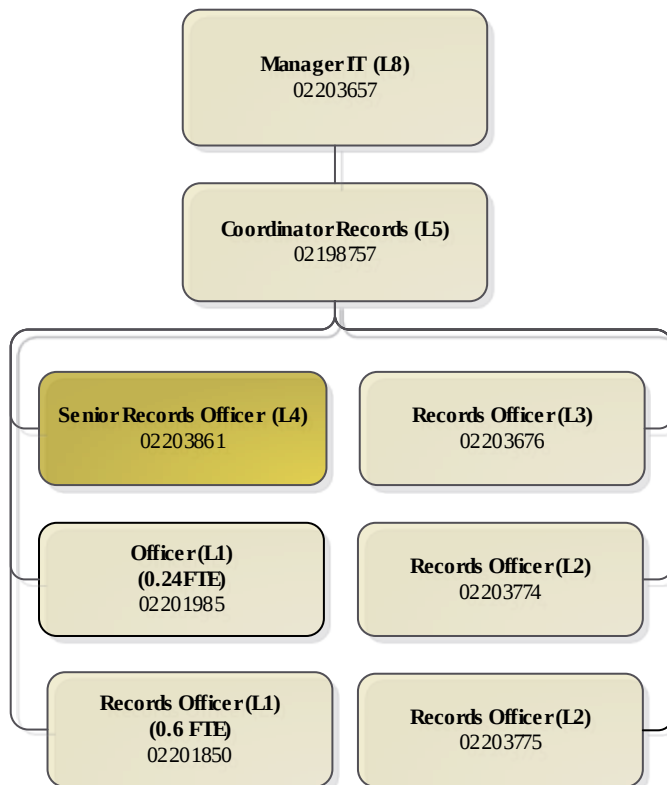
Personal Characteristics

- Committed to a strong work ethic and self improvement.
- Customer focused.
- Exhibits personal integrity and professionalism.
- Innovative.



Reporting relationships

Corporate Resources Division – Information Technology Branch – Records Section



Selection criteria

Essential

1. Demonstrated experience in coordination of Freedom of Information requests.
2. Extensive knowledge of *the Freedom of Information Act 1992* and legislation related to the management of government records.
3. Sound knowledge of Records Management Frameworks, including Record Keeping Plan, Business Classification Scheme, Retention & Disposal Schedule, policies and procedures.
4. Demonstrated experience in the administration of an Electronic Document Records Management System, including system settings and security.
5. Sound verbal, interpersonal and written communication skills, including the ability to produce technical and non-technical documentation.
6. Demonstrated ability to work effectively in a team environment.



Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements as at July 2016.



A/General Manager



Chief Executive Officer

