



Healthy kids, healthy communities

Compassion

Excellence

Collaboration

Accountability

Equity

Respect

Senior Records & Compliance Officer

Position details

Position Number: 00014818
Classification: HSO Level G6
Agreement: Health Salaried Officers Agreement
Division/Service: Child Adolescent Health Service (CAHS)
Organisational unit: Corporate Services
Location: Perth Children's Hospital (QEI Nedlands)

Reporting relationships

This position reports to:

00013695 Manager Records and Compliance

HSO Level G9

Positions under direct supervision:

Nil

Key Responsibility

Supports the Manager Records and Compliance in the delivery of compliant records management services for the Child and Adolescent Health Service (CAHS) including support for the implementation of the CAHS Recordkeeping Plan. Responsible for the provision of consultancy and advice services to internal stakeholders to plan and identify the capture and management of corporate records. This role ensures the records lifecycle is managed in accordance to best practice standards and CAHS business requirements, including coordinating and managing, system tools, disposal processes and liaising with internal/external stakeholders for coordination of off-site records storage.



About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

CAHS is made up of three service streams:

- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

Our vision

Healthy kids, healthy communities

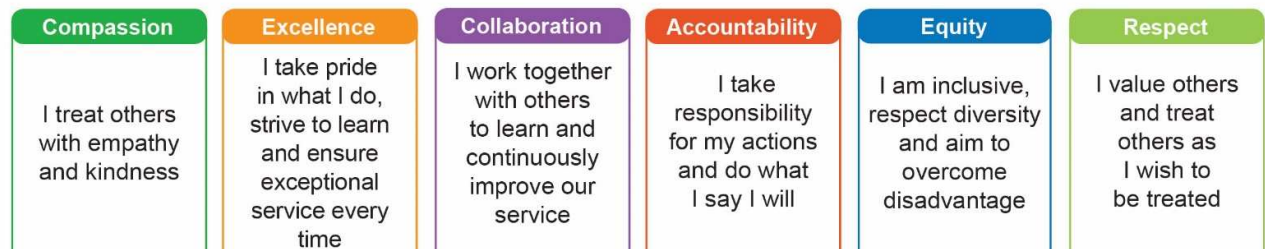
Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

Our objectives



Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:



Summary of accountabilities

1. Consultancy and Advice Services

- Provides consultancy and high level advice to CAHS staff in relation to management of administrative records to comply with best practice and CAHS policies and procedures.
- Develops implements and manages efficient and effective operational procedures ensuring compliance with existing policies, standards, guidelines and legislation.
- Coordinates regular quality assurance reviews for controlled vocabulary, business classification and titling protocols and disposal programs for CAHS and provides feedback and further training as required.
- Assists in providing relevant training to CAHS staff and promoting awareness of staff recordkeeping responsibilities and the appropriate use of the EDRMS.
- Assists CAHS staff with the identification and migration of records from Line of Business systems and file shares into the EDRMS.
- Contributes to business improvement and change management activities.

2. Records and Lifecycle Management

- Develops and maintains the controlled vocabulary framework and business classification tools (thesaurus) for CAHS administrative records.
- Develops and maintains CAHS disposal schedules, implements and coordinates disposal programs and documents retention and disposal processes and procedures.
- Monitor the management of records required as State archives that are still in the custody and control of CAHS to ensure they are managed appropriately in compliance with the State Records Act and associated standards and guidelines.
- Assist CAHS staff with the interpretation and application of records disposal schedules, to enable transfer of records.
- Build and maintain effective working relationships with both internal and external stakeholders to continually develop and improve storage, retention, disposal and archiving programs.

3. CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the CAHS Vision and CAHS Values of Compassion, Collaboration, Accountability, Respect, Excellence and Equity.
- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.
- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.

- Completes mandatory and core requirement training as relevant to the role and service.
- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Occupational Safety and Health Act (WA) 1984*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.

Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

Essential selection criteria

1. Significant experience in information and records management in a large government, health sector or corporate organisation.
2. Considerable knowledge of legislation, standards and regulations affecting the management of information and systems.
3. Sound experience in the development, use and maintenance of information thesauri, classification structures, and all aspects of records management consistent with the State Records Act 2000 and the Australian Standards for Records Management (ISO 15489).
4. Ability to provide high level advice and guidance on classification, Retention and Disposal requirements ensuring compliance with appropriate policies.
5. Proven planning and organisational skills with the ability to balance competing demands and meet deadlines.
6. Excellent communication and interpersonal skills with the ability to apply these skills with individuals at all levels.
7. Sound analytical skills, including the ability to identify and resolve problems.

Desirable selection criteria

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment to this position is subject to the following:

- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.
- Successful pre-employment health assessment.

Certification

Created on	Last Reviewed	HSS Registered
15/08/2019	15/08/2019	13/09/2019