



## Job Description Form

### 1. Position Details

Position Title Information Officer			Position Number RIA3120471
Level/Grade 2	Specified Calling Level	Agreement PSGOCSAGA 2019	Effective Date 14 August 2020
Division Rottnest Island Authority			Branch Business Services
Section Information Services			Location Fremantle (commuting to Rottnest Island as required)

### 2. Reporting Relationships

Position Title Manager Information Services	Level/Grade Level 7
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Responsible to

Position Title Senior Information Officer	Level/Grade Level 3
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Responsible to

This position
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Officers under *direct* responsibility

Position Title n/a	Level/Grade	Approx. no. FTEs supervised
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Other offices reporting directly to this office

Position title n/a	Level/Grade
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### 3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

The position is responsible for providing a records management and archive service to the Authority that satisfies legislative requirements. The position provides records management services including the identification and classification of documents and correspondence, file management, retention and disposal, customer service and contributes to the delivery of an effective and efficient record management system that supports the business.

*Individuals undertake their duties and responsibilities in accordance with the department's Code of Conduct, policies and procedures, and relevant Government legislation.*

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#### **4. Responsibilities of the Position and Broad Outline of Duties**

**The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).**

- Identifies, classifies and indexes records using RIA's electronic document and records management (EDRMS) system, Content Manager.
- Creates new files, physically and electronically, in accordance with the RIA's business classification scheme.
- Undertakes the opening, receipt, processing and distribution of paper and electronic incoming correspondence.
- Applies retention and disposal schedules and assists in the disposition of records.
- Conducts Content Manager audits.
- Assists staff with information requests, records management and EDRMS software issues.
- Monitors recordkeeping practices to ensure compliance with the RIA Recordkeeping Plan.
- Scans and files hardcopy records.
- Updates and maintains the EDRMS.
- Provides administrative support, including data entry.
- Arranges purchase of office consumables as directed.
- Undertakes other duties as directed.

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## 5. Selection Criteria

**In the context of the duties and responsibilities of the position, the following selection criteria apply.  
All criteria are essential unless specified otherwise.**

Applicants should address the following essential criteria. These should be addressed in no more than two (2) pages in total. The desirable criteria will be assessed at some stage during the selection process.

### Essential

1. Experience in an Information Management environment, including the use of an electronic document and records management system.
2. Demonstrated experience in indexing/classification of documents, applying retention and disposal schedules and creating new files in accordance with a business classification system / thesaurus.
3. Strong computer skills with a working knowledge of Microsoft Office suite.
4. Good interpersonal, organisational and time management skills.
5. Ability to lift a maximum of 16 kg

### Desirable

1. Experience using Content Manager.

### Our Values

**INTEGRITY: unconditional respect for people, culture and place**

**TEAMWORK: dedication to collaboration and sharing**

**QUALITY: commitment to continuous improvement**

**ACCOUNTABILITY: personal responsibility**

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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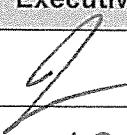
## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1		
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.			
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work">https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work</a> for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <u>National Police Certificate</u> . For more information refer to the department's guidelines on <u>National Police checks</u> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

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## 7. Certification

The details contained in this document are an accurate reflection of position.

Division Head	Executive Director
Signature: 	Signature: 
Date: 18/8/20	Date: 18/8/20