

## Records Management Assistant

### School Curriculum and Standards Division

<b>Position number</b>	00040514
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 2
<b>Reports to</b>	Records Management Coordinator (Level 4)
<b>Direct reports</b>	Nil

#### Context

The School Curriculum and Standards Division provides administrative and secretariat services for, and implements the decisions of the School Curriculum and Standards Authority (the Authority). The Authority provides quality curriculum, assessment and standards to enable all Western Australian students to become confident, creative learners and active, informed citizens who contribute positively to society.

The School Curriculum and Standards Division has two directorates – Curriculum, Assessment and Strategic Policy; and Examinations, Certification and Testing. The Division's purpose is to:

- develop Externally Set Tasks (EST) and implement the logistics of delivery
- ensure that equitable and rigorous Australian Tertiary Admission Rank (ATAR) course examinations are developed, reflect the content of ATAR courses and provided for implementation in Western Australian schools and international schools that deliver the Western Australian Certificate of Education (WACE)
- ensure that the ATAR course examinations are reviewed at the completion of implementation
- lead the development of examinations in an online environment and ensure that the curriculum is shaped to address the shift into an online environment
- direct and manage the development, implementation and review of policies and programs of the Authority associated with Kindergarten to Year 12 curriculum, assessment and moderation
- research best practice in curriculum, standards and moderation
- implement the logistics for the delivery of ATAR course examinations and the National Assessment Program - Literacy and Numeracy across Western Australia
- develop and maintain strategies to acknowledge student performance
- design, implement and evaluate educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- ensure that data is collected, manipulated, analysed and reported within all required timelines.

Visit [scsa.wa.edu.au](https://scsa.wa.edu.au) to find out more information about the School Curriculum and Standards Authority

Visit [education.wa.edu.au](https://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Conduct searches for records and information across various internal databases and external service provider databases for stakeholders.
- Classify subject matter for the purpose of creating new files and documents using an Electronic Document and Records Management System (EDRMS).
- Process records for offsite storage or disposal in accordance with records management policies and procedures, including appraisal and sentencing of records, allocating correct retention and disposal schedule, updating disposal statuses using EDRMS and moving archive boxes of up to 16kg.
- Undertake duties associated with tracking and updating of EDRMS, including file audits and transfer of records.
- Provide advice to staff on routine matters relating to the capture, archiving and disposal of Authority records in person and via the records management helpdesk.
- Undertake mail processing, including receipting, sorting and dissemination of documents.
- Assist with delivery of records management training program when required.
- Comply with information security policies and procedures to ensure information is supplied appropriately.
- Participate in and contribute to records management projects.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Maintain effective records and relevant information databases in accordance with the Authority's recordkeeping policy.
- Contribute to a work environment that is safe, fosters equity and diversity, and enables the achievement of personal and Division goals.

### Selection criteria

1. Demonstrated ability to accurately appraise, classify and sentence records.
2. Demonstrated good communication skills with the ability to provide information clearly and concisely.
3. Demonstrated good interpersonal skills with the ability to work effectively and constructively as part of a team.
4. Demonstrated good planning and organisational skills, including the ability to prioritise tasks and work within agreed timelines.
5. Demonstrated understanding of the legislative framework and concepts governing state government recordkeeping.

### Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete training in manual handling
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy

- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            23 June 2020  
Reference    D20/0327487