



Job Description Form

STATE RECORDS OFFICE OF WESTERN AUSTRALIA

The State Records Office of Western Australia (SRO) is the government information management authority which, on behalf of the State Records Commission, regulates record keeping through the development of a whole-of-government framework. The SRO is also the custodian of the largest and most significant documentary heritage collection in Western Australia.

Our Vision:

A secure and discoverable record of government that is valued by our community and used to create a legacy for future generations of Western Australians

Our Mission:

To ensure permanent accessibility to the essential evidence of the business of government in Western Australia

Our Organisation Values:

As part of the Department, Local Government, Sport and Cultural Industries we are:

- Customer Focused
- Responsive
- Respectful
- Accountable
- Innovative

POSITION DETAILS

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| Position Title: Project Support Officer | Position Number: 14915 |
| Classification Level: Level 2 | Location: Perth Cultural Centre |
| Directorate: State Records Office | Agreement: Public Sector CSA Agreement 2019 |
| This Position Reports To: Director Archives, Position 11685 | |

POSITION PURPOSE

This position provides a range of support functions for project work to update the management of State archives, including delivery of retrieval and digitisation requests.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Client service support

- Assists in the documentation of transfers to the State Records Office; including adding transfer data and digital content to SRO systems.
- Assists with the delivery of SRO's digitisation service to public and agency clients.

2. Archive collection management

- Undertakes document handling and movement (physical and electronic), including storage, retrieval, tracking, re-boxing, re-housing and indexing.
- Monitors the condition of office equipment, furniture, and office supplies; and identifies and addresses requirements for repair and/or re-supply as required.

3. Administrative support

- Provides administrative support services to the State Records Office, including preparation of invoices and purchase orders.

4. Performs other duties as required.

Corporate Responsibilities:

1. Demonstrates the DGLSC values
2. Adheres to the Public Sector Code of Ethics and the Department's Code of Conduct
3. Acts safely and in accordance with the Department's Occupational Health and Safety Policy and Procedures.

WORK RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

Essential:

1. Role Specific:

- Ability to independently identify and resolve day-to-day operational issues.

2. Shapes and Manages Strategy:

- Ability to complete tasks to specified timeframes in accordance with business objectives.

3. Achieves Results:

- Sound organisational and prioritising skills with the ability to maintain accurate records.

4. Builds Productive Relationships:

- Ability to develop and maintain productive relationships, whilst ensuring client expectations are managed appropriately.

5. Exemplifies Personal Integrity and Self Awareness:

- Ability to demonstrate public service professionalism by performing the duties of the role in accordance with team objectives. Ensures accuracy of information prior to releasing to clients.

6. Communicates and Influences Effectively:

- Excellent interpersonal and communication skills; Highly developed customer relations skills.

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Successful 100 point Identification Check
2. Right to Work in Australia
3. Successful Criminal Record Screening Clearance

SPECIAL CONDITIONS

1. May be required to travel intrastate and / or interstate.

CERTIFICATION

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

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| Position Title: Director State Records | Name: Damian Shepherd | Date: 19/11/2020 |
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Effective Date:

19/11/2020

(JDF registered date)