



ABOUT THE WESTERN AUSTRALIAN MUSEUM

The Western Australian Museum aims to inspire people to explore and share their identity, environment, culture and sense of place, and to contribute to the diversity and creativity of our world.

The Museum preserves, documents and shares collections relating to the State's natural and cultural heritage. It collaborates with people across Western Australia to share the stories and voices of diverse communities. It works alongside national and international organisations, contributing to global research, promoting life-long learning, and developing and hosting world-class exhibitions.

Established in 1891, it has evolved over the past 130 years to become a vibrant centre of inspiration, learning and enjoyment for all Western Australians, as well as the primary home of the State's natural science and cultural heritage collections.

Today, the Western Australian Museum has seven public locations and provides inclusive spaces where people can explore what it means to be Western Australian. It also has a Collections and Research Centre that houses more than eight million objects which are safeguarded for the benefit of future generations.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC). The Department facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION

To inspire and challenge people to explore and share their identity, culture, environment and sense of place, and to experience and contribute to the diversity and creativity of our world.

VISION

To be an excellent and vibrant Museum, valued and used by all Western Australians and admired and visited by the world.

VALUES

- Accountable
- Inspirational, Inclusive and Accessible
- Enterprising and Excellent
- Sustainable
- We recognise Aboriginal and Torres Strait Islander people as the first peoples of Australia.



**WESTERN
AUSTRALIAN
MUSEUM**

Department of Local Government,
Sport and Cultural Industries

JOB DESCRIPTION FORM

DETAILS

Position Title

Records Officer

Position Number

11124

Classification Level

Level 2

Award/Agreement

PSGO CSA GA 2017/ PSA 1992

Directorate

Corporate and Strategy

Branch/Team

Records

Physical Location

Welshpool

REPORTING RELATIONSHIPS

Position reports to

Manager Records, L5

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

- Carries out relevant records duties associated with the WA Museum's records management system and the day-to-day operations of the records service.
- Assists with the management of records for the WA Museum by supporting users of the Electronic Document and Records Management System (EDRMS).
- Supports the Manager Records to provide accurate and timely information on records management related matters to support effective planning, operational excellence and performance reporting.

STATEMENT OF DUTIES

Information Management – Specialist Services

1. Create records, folders, files and boxes in line with the WA Museum Records Management Policy and associated Procedures and using the Museum classification principles on EDRMS.
2. Understand and applies security and confidentiality concepts in relation to records. With approved security delegation, applies security levels and physical security controls.



3. Conduct searches for records and information across internal databases and external service providers databases for stakeholders.
4. Ensures that all files and documents are filed correctly.
5. Provides technical support and advice to all users of the EDRMS.
6. Processes records for offsite storage or disposal in accordance with Records Management Policy and Procedures.
7. Assists in controlling lodgements and retrievals of records with Commercial storage providers and the State Archives.
8. Assists in actioning disposition, transfer and destruction processes.
9. Undertakes duties associated with tracking and updating of EDRMS, including file audits and transfer of records.
10. Maintains an up to date knowledge of records management issues and trends.
11. Digitises mail and other records and registers them into information management systems.
12. Perform tasks accurately, acts to correct errors or improve contents.
13. Test and checks scanning equipment in accordance with maintenance guidelines to ensure compliance to digitisation standards.

Customer Services

14. Assists in training, awareness raising, and ongoing learning of staff, on appropriate management of information and records.
15. Provides exemplary and timely customer services and advice to Museum staff.
16. Assists with processing and distribution of mail.

Other duties as required with respect to the scope of the position.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the DLGSC Code of Conduct;
- Comply with applicable DLGSC policies and procedures, WA Museum policies and procedures, and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.



WORK RELATED REQUIREMENTS

Essential

1. Ability to accurately appraise, index, classify and sentence records.
2. Demonstrated high level administrative skills including attention to detail, sound written skills, and high level computer skills.
3. Demonstrated time management skills, including the ability to priorities work and meet deadlines within agreed timeframes.
4. Ability to understand, apply and advise on relevant legislation, policies, procedures and systems.
5. Demonstrated good interpersonal skills with the ability to work effectively and collaboratively as part of a team to achieve stated goals.

Desirable

- 1 Experience working in a records management environment, including the use of an electronic records management system, preferably HPE Content Manager.
- 2 Certificate or Diploma in Information Management or Records Management.
- 3 Current A Class Drivers licence.

KEY RELATIONSHIPS/INTERACTIONS

1. Staff within the Records Management Unit.
2. Staff from across the organisation at a variety of levels.

KEY CHALLENGES

1. Developing and maintaining good work relationship with a variety of stakeholders.
2. Working in a busy and changing work environment.
3. Ensuring compliance with relevant legislation, guidelines and policies

SPECIAL CONDITIONS

1. Must be able to undertake the physical demands of the role; some moderate level lifting and carrying, up to 15 kilograms, is required.

APPOINTMENT IS SUBJECT TO

1. Eligibility to Work in Australia.
2. A current (within 6 months) National Police Clearance certificate is required.



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JOB DESCRIPTION FORM

TRAINING

1. Complete induction within three months of commencement.
2. Complete any training specific to the role required by Departmental or WA Museum policy.
3. Complete the Department's Accountability and Ethical Decision Making training within six months of appointment

REGISTERED

**Western Australian
Museum**

INITIALS: BFC DATE: 2.12.2020