

Records Officer

Corporate Information Services

Position number	Generic
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 2
Reports to	Senior Records Officer / Archival Officer (Schools) (Level 4)
Direct reports	Nil

Context

The Business and Customer Services (BCS) supports the objectives and outcomes of clients by providing value for money corporate services through skilled and motivated people. The BCS aims to deliver services within an environment of standardised systems and processes.

The Corporate Information Services Branch works to improve information quality, accessibility, reliability and security to support departmental business. is responsible for the provision of records management, Freedom of Information (FOI) and Library services.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Specialist Services

- conducts searches for records and information across various internal databases and external service provider databases for stakeholders
- classifies subject matter for the purpose of creating new files and documents using an Electronic Document and Records Management System (EDRMS)
- processes 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
- undertakes duties associated with tracking and updating of EDRMS, including file audits and transfer of records
- undertakes mail processing, including receipting, sorting and dissemination of documents
- complies with information security policies and procedures to ensure information is supplied appropriately.

Branch Support

- contributes to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals
- participates in and contributes to records management projects.

Customer and Stakeholder Support Liaison

- provides advice to staff on routine matters relating to the capture, archiving and disposal of Departmental records
- maintains a focus on customer service delivery and continuous improvement of services.

Selection criteria

1. Demonstrated ability to accurately appraise, classify and sentence records.
2. Demonstrated good communication 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.

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
- hold a current C class driver's licence
- undertake travel within the metropolitan and regional areas of Western Australia
- 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 17 April 2019
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