



A workers' compensation and  
injury management scheme that works for all

## JOB DESCRIPTION FORM

### SENIOR RECORDS & INFORMATION OFFICER

#### LEVEL 4 (02203861)

---

#### Key responsibilities

- Coordinates the Freedom of Information processes at WorkCover WA.
- Contributes to the development and implementation of the agency's records management framework ensuring compliance with the *State Records Act 2000*, legislation, and standards.
- Assists with continuous improvement programs aimed at enhancing recordkeeping and information management practices across the agency.
- Coordinates the Agency's annual disposal program including appraisal of records, undertakes destruction and/or offsite storage in accordance with the agency's approved R&D schedule and policies.

#### Statement of duties

##### ***Freedom of Information***

In accordance with the *Freedom of Information Act (WA) 2002*:

- Assess valid FOI applications and evaluates and analyses documents for release;
- Draft Notices of Decision for approval by the FOI Coordinator;
- Consults and negotiates with applicants, third parties and internal staff in relation to access applications;
- Undertakes the collection and preparation of material for the publication of the agency's Information Statement and Annual Statistical Return. Reviews the agency's FOI procedures and related document templates.

##### ***Information Management***

- Provide eDRMS administration, support, and training to agency staff in accordance with policy, procedures, and guidelines, in keeping with the *State Records Act 2000* and other relevant legislation and standards.
- Assists with the analysis, testing, and quality control of the agency's eDRMS including system enhancement and security and confidentiality of records;
- Assists with the ongoing development and implementation of future releases of the eDRMS application and undertakes relevant system testing;





- Contributes to the review of the agency's Recordkeeping Framework inclusive of the Recordkeeping Plan, Retention and Disposal Schedule and related policies and procedures to ensure compliance with the *State Records Act 2000*;
- Identifies opportunities to continually improve the provision of contemporary information management services; and
- Liaises, develops, and maintains good working relationships with staff and stakeholders in respect to information management.

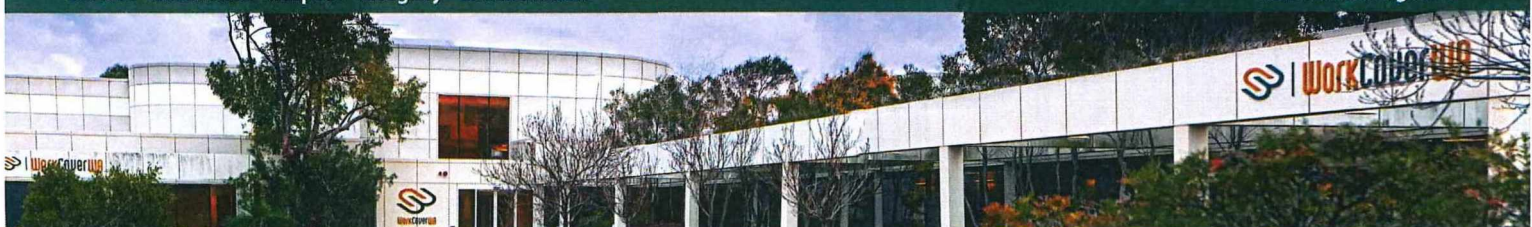
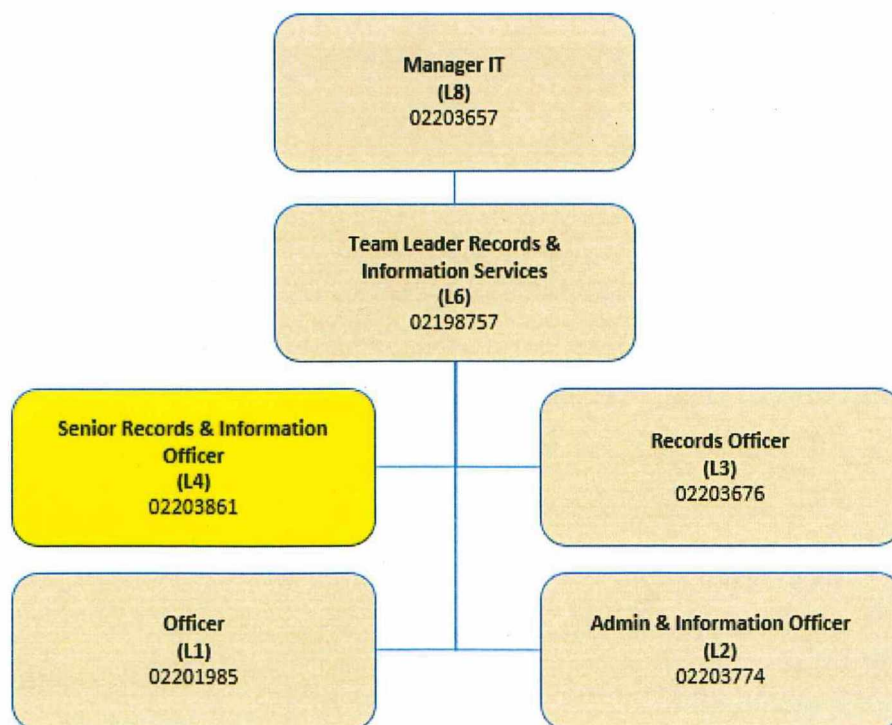
### Other

- Participates as a member of the Corporate Resources Division.
- Participates in the development and achievement of WorkCover WA's strategic plan, divisional plans, policies, practices, and procedures.
- Complies with the requirements of the Code of Conduct and all relevant policies and legislation including EEO, OSH and Records Management.
- Participates in the Performance and Development Agreement system.
- Performs other duties as directed.

### Personal Characteristics

- Committed to a strong work ethic and self-improvement.
- Customer focused.
- Exhibits personal integrity and professionalism.
- Innovative.

### Reporting relationships




## Selection criteria

### Essential

1. Demonstrated experience in coordination of Freedom of Information requests and knowledge of the *Freedom of Information Act 1992*.
2. Sound knowledge of Records Management Frameworks, including Retention & Disposal Schedule, Record Keeping Plan and Business Classification Scheme.
3. Demonstrated experience and knowledge of an electronic document records management system and its application including system settings and security.
4. Sound analytical verbal, interpersonal and written communication skills, including the ability to produce technical and non-technical documentation.
5. Proven planning and organisational skills with the ability to balance competing demands and meet deadlines.
6. Demonstrated ability to work effectively in a team environment.

### Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements as at April 2021.



A/General Manager



Chief Executive Officer

