


Job Description Form

1. Position Details

Position Title Information Officer (Recordkeeping)			Position Number PA2216IOR
Level/Grade L2	Specified Calling	Agreement PSA 1992, PSCA 2021	Effective Date 27 June 2022
Division Corporate and Business Services		Branch Office of Information Management	
Section Information and Records		Location Kensington	

2. Reporting Relationships

Position Title Coordinator, Recordkeeping Services	Level/Grade 6	Personnel Services Section  Registered JDF 27 June 2022
↑		
Responsible to		
Position Title Senior Recordkeeping Operations Officer	Level/Grade 4	⇐
↑		
Responsible to		
This position		
↑		
Officers under <i>direct</i> responsibility		
Position Title	Level/Grade	Approx. no. FTEs supervised

Other offices reporting directly to this office	
Position title	Level
2 x Information Services Officer	3
3 x Information Officer (Recordkeeping)	2

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

The Information Officer (Recordkeeping), under general direction: <ul style="list-style-type: none"> undertakes a range of information management activities in the provision of corporate recordkeeping services to support the Department's decision-making, business processes and digital services and ensure compliance with the Recordkeeping Plan; processes corporate records through their lifecycle, including creation, capture, storage, retrieval, tracking, sentencing, disposal and archiving; and liaises with internal clients to ensure recordkeeping practices for digital and non-digital records are in line with the internal policy and procedures, and external requirements.
--

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Position Title Information Officer (Recordkeeping)			
Position No. PA2216IOR	Level/Grade L2	Specified Calling Level	Effective Date 27 June 2022

4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Information management

1. Supports the implementation of information and records management policies and standard practice. Assists in managing records as corporate assets, maintaining their authenticity, reliability, discoverability, accessibility and usability, applying best practice standards in records management.

Advice and guidance

2. Actively maintains knowledge in the area of information management. Provides advice on recordkeeping practices for file and document management, including file titling, document naming conventions, data entry conventions, and search and retrieval of records in the recordkeeping system.

Technical strategy and planning

3. Assists in providing accessibility, retrievability, security and protection of data in an ethical manner.
4. Provides support on the use of existing methods and tools to create, organise, store, share, and destroy corporate records in line with organisational records management policy, procedures and standards.

Service Operation

5. Monitors and logs service provided, compared to that required by service level agreements.
6. Processes incoming correspondence, including scanning, indexing, registration and distribution. Processes outgoing mail and assists with administration of postal and document transfer services.
7. Interprets and applies the organisation's business classification scheme in the creation of corporate files to ensure records are captured in business context and remain accessible and retrievable for as long as they are required.
8. Implements records sentencing and disposal processes, applying relevant Departmental and State Government records disposal authorities. Assists with records disposal projects for internal clients.
9. Assists in the management of records storage, tracking and retrieval processes.
10. Assists with implementation of standardised records digitisation (scanning) and disposal processes.
11. Assists with administrative tasks to support recordkeeping operations.

Customer Service Support

12. Responds to common requests for recordkeeping services by providing information to enable fulfilment following agreed procedures, including enquires for capture, management, retention, storage, and disposal of corporate records. Promptly raises unresolved request as appropriate. Maintains records, informs users about the process and advises relevant persons of actions taken.
13. Liaises with internal clients, communicating effectively to gain knowledge and understanding of the organisation's business activities and how the Department's business classification scheme is applied to organising the business records.

Skills and Quality

14. Supports new and revised quality standards for records capture, assisting in the maintenance and quality assurance of records metadata, collating statistics, and generating reports.
15. Assists with development and review of recordkeeping processes and procedures to maintain effective and compliant recordkeeping practices.
16. Assists with education and training of internal clients and contributes to the maintenance and update of online training records.

Other

17. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
18. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife as appropriate and as directed by the Chief Information Officer.
19. Undertakes other duties as directed by the Chief Information Officer.

Position Title Information Officer (Recordkeeping)			
Position No. PA2216IOR	Level/Grade L2	Specified Calling Level	Effective Date 27 June 2022

5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following four criteria in a written application. These should be addressed in no more than three pages in total.

1. Experience working in a complex, varied and geographically distributed information and related technology (IT) public sector environment or similar, demonstrating ability to provide support across all aspects of recordkeeping to enable the business to effectively capture, manage, use and dispose of corporate records.
2. Working knowledge of records management processes and practices, including demonstrated ability to apply a business classification scheme and thesaurus, and retention and disposal authorities, and understanding of legislative requirements and relevant standards for records management.
3. Experience in delivering quality service to end users, including the ability to solve problems in responding to changes in client needs and expectations.
4. Demonstrated computer literacy and experience using contemporary electronic document and records management systems.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

5. Well-developed interpersonal, oral and written communication skills.
6. A current "C" class driver's licence valid within the State of Western Australia.
7. Demonstrated understanding of occupational safety, health and equity, and diversity principles and practices.
8. Demonstrated Level 2 capabilities as per the Public Sector Commission's WA Public Sector Capability Framework: shape and manage strategy; achieve results; build productive relationships; exemplifies personal integrity and self-awareness; and communicate and influence effectively.
9. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience; and, ability to maintain skills and capabilities required to participate in state-wide 24/7/52 support of the department's information and related technology systems and services.
10. Experience in a diverse corporate environment required to achieve corporate goals dedicated to biodiversity, conservation and attractions. (DESIRABLE)

Values

Our organisational values drive the way we make decisions, interact with each other, and work together to achieve results.

Our five core values — **Integrity, Collaboration, Accountability, Respect** and **Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviours that reflect these values are included as **essential** selection criteria for this position.

11. Behaviour that reflects Integrity, Collaboration, Accountability, Respect and Excellence.

Information on whether appointment to this position is subject to provision of a satisfactory Working With Children check or a National Police check, is included in Section 6 of this form.

Position Title Information Officer (Recordkeeping)			
Position No. PA2216IOR	Level/Grade L2	Specified Calling Level	Effective Date 27 June 2022

6. Other

Position Status Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.			
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. For more information refer to the department's guidelines on National Police checks .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	561311
---	--------

7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: