

## Senior Records Officer

### Corporate Information Services

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 4
<b>Reports to</b>	Coordinator Records Operations (Level 6)
<b>Direct reports</b>	Records Disposal Officer x various FTE (Level 2)

#### Context

The Business and Customer Services (BCS) Directorate supports the objectives and outcomes of clients by providing value for money corporate services through skilled and motivated people. 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 and is responsible for the provision of records management, Freedom of Information (FOI) and Library services.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

##### Specialist Services

- coordinates and monitors the recordkeeping capture, archiving and disposal functions and programs in accordance with Departmental policies, procedures
- provides advice, training and support to stakeholders to ensure compliance with policies, State Records Commission standards and statutory obligations
- appraises and sentences records using an electronic document records management system (EDRMS), processes physical records and moves archive boxes of up to 16kg
- manages and monitors onsite and offsite records storage holdings and ensures compliance with Common Use Agreements
- participates in the improvement of processes and procedures and the identification of solutions in relation to records management issues.

##### Branch Support

- provides leadership to the team to undertake records management activities

- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy
- contributes to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services goals and facilitates accomplishment of designated roles and deliverables
- participates in and contributes to records management projects relevant to the Branch
- represents the Branch, as required, on Directorate committees and working parties.

### **Customer and Stakeholder Support and Liaison**

- develops and maintains effective working relationships
- provides advice and support to staff and stakeholders in regards to recordkeeping processes and procedures
- maintains a focus on customer service delivery and continuous improvement of services.

### **Selection criteria**

1. Demonstrated considerable knowledge of records management principles and contemporary best practice,
2. Demonstrated sound team management and supervisory skills, including the ability to motivate and develop staff.
3. Demonstrated sound research, analytical and problem solving skills.
4. Demonstrated sound communication skills to effectively liaise, consult and negotiate with a diverse range of stakeholders and provide effective customer service.
5. Demonstrated organisational and planning skills with the ability to coordinate and deliver effective outcomes.

### **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 license
- undertake travel within the metropolitan and regional areas of Western Australia
- complete the Department's induction program within three months of commencement
- complete training in manual handling
- 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            23 May 2019  
Reference    D19/0217404