

## Records Officer

### Office of the Chief Psychologist

<b>Position number</b>	00032726
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 2
<b>Reports to</b>	Records Supervisor (Level 3)
<b>Direct reports</b>	Nil

### Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

The Office of the Chief Psychologist oversees the provision of psychology services for schools and their communities. It oversees the provision of professional leadership through Lead School Psychologists to ensure the professional standards, quality assurance and service-wide processes for the Department's school psychologists.

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

### Key responsibilities

- Implement the school psychology service (SPS) records management program to ensure compliance with organisational and legislative requirements.
- Provide advice and assistance to the SPS Records Management Unit and school psychologists.
- Assist SPS Records Management Unit to achieve business outcomes.
- Assist with record classification, retention and disposal activities.
- Assess and evaluate student psychology records including identifying duplicate files, tracking location of files, scanning and coordinating retrieval of records from onsite and offsite storage.

- Assist in training Departmental officers about recordkeeping processes.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.

### **Selection criteria**

1. Demonstrated sound knowledge of State Records Act and Standards, records/information management practices and systems.
2. Demonstrated effective organisational skills with the ability to use initiative and work independently and in a team environment.
3. Demonstrated effective verbal, written and interpersonal communication skills, including the ability to deal effectively with individuals at all levels.
4. Demonstrated good computer skills, including a working knowledge of databases, spreadsheets and word processing.

### **Eligibility and training requirements**

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            21 March 2024  
Reference    D24/0072150