

RECORDS OFFICER INFORMATION PACKAGE



CONTENTS

ADVERTISEMENT	3
ORGANISATIONAL STRUCTURE	4
EMPLOYMENT CONDITIONS.....	5
POSITION DESCRIPTION.....	6
POSITION OBJECTIVES	6
KEY DUTIES / RESPONSIBILITIES	6
EXTENT OF AUTHORITY	8
ORGANISATIONAL RELATIONSHIPS	8
SELECTION CRITERIA.....	9
IMPORTANT: APPLICATION GUIDELINES.....	10

ADVERTISEMENT

RECORDS OFFICER

- Permanent Full Time Position
- Pay rate \$31.78 - \$37.9073 per hour (Level 7)
- 11.5% Guaranteed superannuation plus up to an additional 6% matching employer contribution
- 20 days annual leave (pro-rata) and 2 days Public Service Leave

About the Shire of Chittering

Join the Shire of Chittering during an exciting period of growth fuelled by our scenic environment, desirable lifestyle, and extended Tonkin Highway. Our dedicated team of approximately 60 employees, based in Bindoon (just 30 minutes from Ellenbrook), is committed to fostering a positive and collaborative work culture. We offer diverse opportunities for professional growth and development. The Shire of Chittering is located 56km north east of the Perth CBD and covers a geographic area of 1,200km² with over 5,400 residents. The Shire consists of three townships: Bindoon, Muchea and Wannamal; together with three other localities – Mooliabeenee, Chittering and Lower Chittering.

About the Position

The Shire of Chittering is seeking a Records Officer. The successful candidate will be responsible for processing, storing, retrieving, and managing hard copy and digital records and information for the Shire of Chittering. This role is vital for ensuring the integrity and accessibility of the Shire's records, supporting efficient administrative operations, and maintaining compliance with legislative requirements. If you are organised, detail-oriented, and committed to upholding high standards of record-keeping, we encourage you to apply and become a key part of our dynamic team.

About You

We are seeking a positive team player who is motivated, has a can-do attitude, a friendly disposition and enjoys working with people. The successful candidate will have (although not limited to):

- Strong computer skills, including use of MS Office, Internet, Email and databases
- Basic oral and written community communication skills
- Experience in Records management, registering and retrieving documents
- Hold a current 'C' class drivers' licence
- The right to live and work in Australia and a National Police Clearance

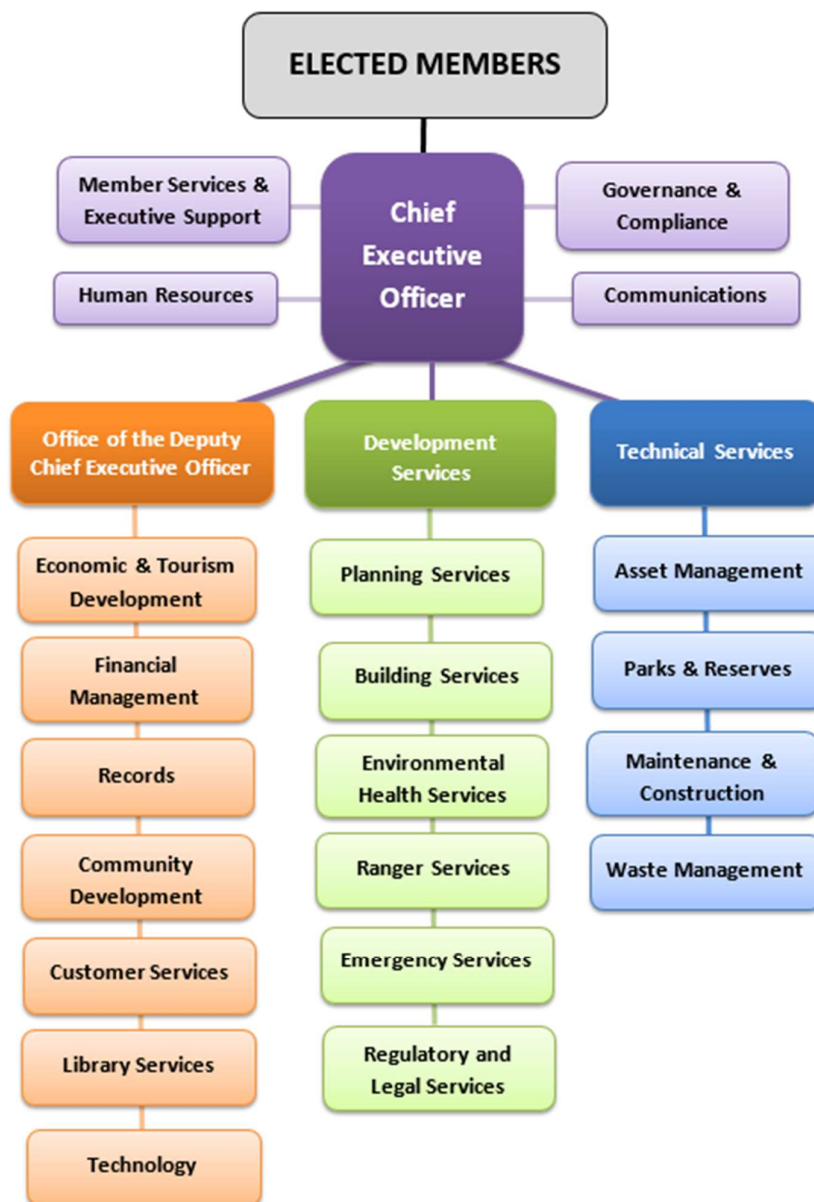
Applying for this Position

For position details and application information, please refer to the Information Package at [Shire of Chittering Employment](#). Applications must include a resume, a cover letter addressing the selection criteria (max. 3 pages), and an Employment Application Form. **Applications are due by 9am, Monday 21 October 2024.**

We value diversity and are committed to providing an inclusive work environment where everyone is treated fairly and with respect. As an equal opportunity employer, we encourage applications from all backgrounds. Late applications will not be accepted. For further information, contact Human Resources at chatter@chittering.wa.gov.au or call (08) 9576 4600.

Melinda Prinsloo
Chief Executive Officer

ORGANISATIONAL STRUCTURE



OFFICE OF THE DEPUTY CEO

The Office of the Deputy Chief Executive Office includes Economic Development and Tourism, Financial Management, Records, Community Development, Customer Services, Library Services and Technology. The team operates under the direction of the Deputy Chief Executive Officer.

EMPLOYMENT CONDITIONS

Position	Records Officer
Location	Shire of Chittering Administration Office, Bindoon
Industry Award	Local Government Industry Award 2020
Classification	Level 7
Gross Salary	\$62,420.74 - \$74,904.89
Tenue	Full Part Time Position
Hours of Work	76 hours per fortnight
Superannuation	11.5% Guarantee fee plus up to an additional 6% employer matching contribution as per Shire Policy 3.21 Staff Superannuation.
Leave Entitlements	Four (4) weeks annual leave per year (pro-rata)
	Public Service Holidays – two (2) additional public service holidays per year to be taken between the Christmas and New Year period as per Shire Policy 3.25.
	Other personal leave as set out in accordance with the Award.
Uniform	As per Shire Policy 3.4 Staff Uniforms
Probationary Period	A six-month probationary period applies to this position
Pre-Employment Medical	Candidates may need to complete a health-assessment as part of their selection process
National Police Clearance	Required (dated within 3 months of the position closing date)

WHY WORK FOR THE SHIRE OF CHITTERING?

There are many employee benefits in working for the Shire of Chittering that may not be offered when working for a larger Local Government or organisation.

- You will likely be able to work on a diverse range of activities in a Local Government environment for which can develop your professional interests and growth.
- Opportunities to work with other disciplines/service teams on projects and/or activities, providing a greater understanding and view of the integration of roles.
- Less links in the chain of command (authority and hierarchy) and therefore potential to work with and/or communicate directly with senior roles.
- As a fast-growing Local Government, there comes the opportunity to be an integral part of the growth including opportunities to identify and drive initiatives including improvements.
- With a small number of employees, there is greater opportunity to build connections and relationships with others and be part of a workforce community and team.

Whether it be for personal or professional gain, employment with the Shire of Chittering is built on opportunities and to be part of something that is not just good, but great!

POSITION DESCRIPTION

RECORDS OFFICER

TENURE	Full-time (1.0)	LEVEL	7
AWARD	Local Government Industry Award (2020)		
DIVISION	Office of the Deputy Chief Executive Office		

POSITION OBJECTIVES

The Primary objective of the position is to assist in the maintenance of a centralised records and document management service that meets the needs of the Shire. This includes the retrieval and dissemination of accurate, accessible information to all staff, councillors and members of the public. This service must comply with relevant legislative and WA State Records Office (SRO) requirements and with Council Policy.

KEY DUTIES / RESPONSIBILITIES

KEY AREAS	OUTCOMES
Mail Handling	<ul style="list-style-type: none"> Process, record, register and distribute correspondence in accordance with The Records Management System procedures. Process and allocate email directed to the Shire of Chittering.
Records Maintenance	<ul style="list-style-type: none"> Maintain the Shire’s records, including archived records, in accordance with the Shire’s Record. Keeping Plan and the State Records Act including: <ul style="list-style-type: none"> - Maintain a retention and disposal schedule for all active and inactive records. - Maintain the Records Registration Matrix and Work Instruction documents. Develop and implement file audit process to ensure electronic and manual files are maintained accordingly. Assist with the accessibility, security, control and recovery of physical and electronic records. Ensure confidentiality, security and integrity of records. Distribute all incoming correspondence to the relevant officers.
Council First Records and Synergy	<ul style="list-style-type: none"> General maintenance and data entry into the Council First and Synergy in relation to project work, including: <ul style="list-style-type: none"> - Archiving scanned documents in accordance with the Shire’s Record Keeping Plan and the State Records Act. Preparation of scanned documents for disposal in accordance with the State Records Office General Disposal Authority for Local Government.
Digitisation of Record	<ul style="list-style-type: none"> Carry out all activities associated with the transition of hard copy records to digital format, including historical documents.
Customer Service	<ul style="list-style-type: none"> Liaise with other departments to provide advice and assistance with research and records information as required. Promote the use of Council First and Records services within the organisation and provide training for new and existing staff of Records Management practices and procedures, as required.

General Duties	<ul style="list-style-type: none"> • Exercise confidentiality in all duties and handle sensitive matters diplomatically as appropriate. • Effectively encourage recommendations to improve systems, policies and practices to ensure the continuous improvement of the Shire of Chittering's Records Management Systems. • Support the organisation through positive team participation and by assisting when required with workload, providing backup, or advice in areas of expertise. • Any other tasks determined as appropriate to the position.
Reporting	<ul style="list-style-type: none"> • Compile, monitor and report on relevant statistics on information flow and key performance indicators for Records. • Create and check audit reports on incoming and outgoing information to ensure records are being maintained in a manner compliant with current legislative requirements and recognised and accepted Recordkeeping practices.
Cemetery	<ul style="list-style-type: none"> • Administer/Manage all cemeteries within the Shire of Chittering including applications for burials, gravesite reservations, plaques and headstones, public queries and records including responsibility for the Cemeteries Synergysoft module.
Administration, Record Keeping & Reporting	<ul style="list-style-type: none"> • Respond to administration requirements and maintain a high standard of record keeping. • Maintaining appropriate and timely records as per the Shire records management policy and protocols. • Prepare verbal and written reports/documents to Council and Executive Staff, and attend meetings as required. • Develop and improve operations procedures and guidelines, as required. • Apply the requirements of the Workforce Vision, Values, Corporate Accountability and Work Health and Safety.
Other Duties	<ul style="list-style-type: none"> • Provide back-up customer service support to the administration front desk as required. • Deliver on other duties as directed by the Deputy CEO and/or Authorised Executive Managers.

EXTENT OF AUTHORITY

Operates under general direction of the Deputy Chief Executive Officer within established guidelines, procedures and policies of Council, as well as statutory provisions of the various Acts and other legislation.

ORGANISATIONAL RELATIONSHIPS

Responsible to:	DEPUTY CHIEF EXECUTIVE OFFICER
Number of staff positions supervised directly:	Nil
Number of staff positions supervised indirectly:	Nil
INTERNAL	EXTERNAL
Chief Executive Officer, Executive Managers Other Staff Elected Members	Ratepayers General Public Government Departments Contractors

CORPORATE ACCOUNTABILITY

- Understand and work towards achieving the Shire’s Community Vision and the objectives of the Shire’s Strategic Community Plan.
- Behave in a professional, supportive manner and cooperate with fellow officers.
- Model behaviours which comply with the Shire’s values and achieve high standard of service delivery to the organisation, customers and the community that aligns with the Shire’s Customer Service Charter.
- Commit to a positive and productive work environment and culture that is respectful, takes accountability and works together as a team.
- Comply with the Shire’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of the Shire’s resources (staff, equipment, finances and other) within the levels of accountability.

WORK HEALTH AND SAFETY

- Take responsibility for safe working conditions including identifying and reporting hazards.
- Utilise equipment and applicable resources appropriately and as per manufacturer/supplier’s instructions.
- Protect the public, the environment, equipment and materials from injury, accidental loss or damage.
- Comply with statutory requirements as a minimum standard.

SELECTION CRITERIA

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIRABLE
Strong computer skills, including use of MS Office, Internet, Email and databases	✓	
Formal qualifications or at least three (3) years previous professional records management experience	✓	
Current 'C' Class Driver's License	✓	
Good numerical and literacy skills	✓	
Experience in Records management, registering and retrieving documents	✓	
Current National Police Clearance (within 3 months of application)	✓	

SKILLS, KNOWLEDGE & ATTRIBUTES (KPIS)	ESSENTIAL	DESIRABLE
Knowledge of Local Government structure and function		✓
Working knowledge of the State Records Act		✓
Ability to work unsupervised	✓	
Ability to work as a team member	✓	
A good level of knowledge and understanding of relevant legislation including the State Records Act 2000, Freedom of Information Act 1992, related industry standards and demonstrated experience of the State Records requirements including disposal schedules		✓
Comprehensive knowledge of records management practices, procedures and policies	✓	
Sound knowledge of the Shire's cemeteries administrative functions and the Cemeteries Act 1986	✓	
Writing skills are of a consistently high professional standard, informative and demonstrate attention to detail	✓	
Contribute to a collaborative and positive team workforce environment/ culture and by demonstrating a positive attitude, respect, accountability and teamwork	✓	
Knowledge of relevant Local Government function, legislative and statutory requirements and/or contemporary governance principles and standards		✓

IMPORTANT: APPLICATION GUIDELINES

1. CLOSING DATE

The Closing date and time for applications is **9am, Monday 21 October 2024**.

Previous applicants need not apply. Late applications will not be considered unless previous arrangements have been made and agreed upon.

2. EMPLOYMENT APPLICATION FORM

Please complete the Employment Application Form located on the Shire's Website Employment page and the Current Vacancies Position's Information page.

3. COVER LETTER / SELECTION CRITERIA

Cover Letter

The covering letter gives the opportunity to introduce yourself to the interview panel. For you to be considered for short listing, the cover letter must also address the selection criteria that is listed in the position description. The Cover letter including Selection Criteria is to be a maximum of 3 pages.

Selection Criteria

The selection criteria are the most important part of your application, providing the opportunity to explain your suitability for the position by outlining your relevant experience against each point/number. Due to the number of items in the Selection Criteria, you need only address the Essential Criteria briefly with the exception of items in bold which require more detail. It may be helpful to refer to the STAR (Situation Task Action Result) method in preparing your responses.

4. RESUME/CV

Your resume/CV should include:

- Your personal details.
- Your contact details.
- Work history (with your current position first).
- Periods of employment.
- Position(s) held with details of the duties.
- Details of accredited and/or academic qualifications
- Details of at least two (2) work related references including their contact information and relationship. At least one (1) referee should be nominated with respect to your current employment, if you would prefer not to do so, please mention this in your application; and

5. SUBMITTING APPLICATIONS

Please also include copies of any material matter that you believe may be relevant to the application, interview or your appointment so that the Council can take that into considering in selecting the best applicant.

Applications can be submitted by:

Email

chatter@chittering.wa.gov.au

Confidential Application – Records Officer

Mrs Melinda Prinsloo

Chief Executive Officer

6. EMPLOYMENT INFORMATION & CONTACT DETAILS

Equal Opportunity Employer

We recognise that we are strengthened by diversity and are committed to providing a work environment in which everyone is included, treated fairly and with respect. As an equal opportunity employer, we encourage all applications, as part of a diverse and inclusive workforce.

Employment Requirements

Interviews for the position will be held at the Shire of Chittering's Administration Office in Bindoon, unless a mutually agreeable location is confirmed.

Employment of the suitable applicant will be subject to:

- The right to live and work in Australia.
- National Police Clearance (within 3 months of position closing date); and
- A satisfactory Pre-Employment Medical Examination.

You will be compensated for the cost for both the National Police Clearance and Medical Examination subject to the Shire of Chittering receiving the paid invoice/s or receipt/s.

For more information about recruitment including the interview process refer to the Shire's Website Recruitment Process page.

7. SHIRE CONTACT

For further information please contact the Shire of Chittering Human Resource Department during office hours by phone (08) 9576 4600 or emailing chatter@chittering.wa.gov.au.

8. APPLICATION CHECKLIST

- Employment Application Form
- Cover Letter Addressing Position Description (max 3 pages)
- Resume
- Copies of supporting documentation e.g. Qualifications, Drivers Licence, Police Clearance.
- Submitted prior to the application close date and time
- Completed a separate application for each position (if applying for more than one)
- Retained a copy of the application for personal references.