



Performance Profile Records Officer

Our Vision	Our Objectives	Our Values
<p>A vibrant coastal community, connected to the environment, living the village lifestyle.</p>	<ul style="list-style-type: none"> • Enhance community connection and well-being. • Operate as environmental custodians for the future. • Support local jobs, industry, and small business and facilitate sustainable development. 	<p>Consistency Sustainability Honesty Integrity Teamwork Transparency Respect</p>
Our Commitment		
<p>Protect what makes us special, improve our quality of life, and plan for future generations.</p>		

Position:	Records Officer	Direct Reports:	No direct reports
Level:	Level 5		
Department:	Corporate Services		
Reports to:	Executive Manager Corporate Services		
Status:	Part-time/Job share		

Performance Summary
<p>The Records Officer is expected to:</p> <ul style="list-style-type: none"> • Manage, maintain, and disposal of corporate records in compliance with State Records Act, Freedom of Information Act, and recordkeeping policies. • Ensure the integrity, accessibility, and security of information assets, supporting transparency, accountability, and operational efficiency across the local government • Implement and oversee a record-keeping framework for easy and accurate identification and accessibility to records. • Collaborate with other business units to provide advice and assistance with research and records information. • Maintain and improve whenever possible Council's relationship with the public by being courteous and helpful. • Demonstrate ability and motivation to meet performance criteria. • Be solution focused and have a positive attitude.

- Be inspired and motivated as part of the Corporate Services team.
- Champion the Shire's vision, values and objectives.

Key Responsibilities

- Always maintain confidentiality.
- Ensure that incoming correspondence and documents are recorded, classified, indexed, and stored correctly for easy retrieval.
- Implement and oversee a record-keeping framework that ensures easy and accurate identification and accessibility to records, in accordance with statutory requirements and policies.
- Maintain and implement the Record-keeping Plan.
- Create, maintain and manage a Records Disposal system, including annual archiving and destruction.
- Develop and maintain an electronic file structure in consultation with business unit managers and staff.
- Manage internal and external correspondents in the Electronic Document and Records management System (EDRMS).
- Conduct inductions and training programs for new and current employees to enhance understanding of the EDRMS.
- Process Freedom of Information applications.
- Manage and maintain the Shire File storage and the EDRMS.
- Implement a digitisation program to reduce non-essential physical files.
- Undertake reviews of essential documents in accordance with the State Records Act 2000.
- Ensure compliance with the Privacy and Responsible Information Sharing Act 2024 (PRIS Act), safeguarding personal information and maintaining data privacy standards.
- Work in and contribute to a multi-disciplinary team environment.
- Undertake other duties as required by the Executive Manager Corporate Services.

Position Requirements

- Strong literacy and numeracy skills.
- Commitment to delivering high quality customer service, using well developed oral and written communication skills in a service-oriented environment.
- Excellent problem-solving abilities.
- Effective time management, attention to detail, and organisation skills.
- Strong interpersonal skills.
- Proficiency in using "Microsoft Office" and "SynergySoft" software (desirable).
- Capability to perform manual handling tasks, including retrieving files from shelving, boxing, and lifting boxes.
- Demonstrated initiative and flexibility.
- Thorough understanding of Legislative requirements relevant to WA Local Government.
- Knowledge of General Disposal Authority under the State Records Act (2000).

- Familiarity with Freedom of Information legislation.
- Experience with an electronic data records management system (desirable).

General Accountability, Attitude, Behaviour and Conduct

Every individual working for the Shire is a personally accountable and responsible for their actions, attitudes, behaviour and conduct, as outlined in the Shire's Code of Conduct. This includes:

- Adhering to management directives and approved policies and procedures.
- Taking reasonable care to ensure their own safety and health at work, as well as that of others.
- Following lawful and reasonable directions from the employer, particularly those related to employee integrity, confidentiality, the Shire reputation, efficiency, and the prevention of fraud and corruption.
- Respecting and upholding the Shire values and culture.

Certification

As the occupant of this position, I have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME _____

SIGNATURE _____

DATE _____

MANAGER _____

SIGNATURE _____

DATE _____

PERFORMANCE PROFILE REVIEWED

DATE _____