



# Position Description

## Records Assistant

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

<b>Position:</b>	Records Assistant	<b>Direct Reports:</b>	No direct reports
<b>Level:</b>	Level 3		
<b>Department:</b>	Corporate Services		
<b>Reports to:</b>	Executive Manager Corporate Services		
<b>Status:</b>	Part-time		

### Position Purpose

The Records Assistant provides high-quality administrative support to the Records Officer, with a primary focus on archiving, digitisation, records maintenance, data accuracy, and detailed record tracking.

This role plays a key part in ensuring the Shire's physical and electronic records are accurately filed, archived, retrievable and compliant, supporting good governance, transparency and efficient service delivery across the organisation.

## Key Responsibilities

### Archiving & Records Maintenance

- Assist with the preparation, boxing, cataloguing, storage and retrieval of physical records.
- Support archiving and disposal activities in accordance with approved retention and disposal schedules, under direction of the Records Officer.
- Maintain accurate registers and logs of archived, stored and disposed records.
- Assist with digitisation and scanning of records to support reduced reliance on physical files.
- Ensure archived records are clearly labelled, indexed and stored to enable efficient retrieval.

### Electronic Records & Data Accuracy

- Register, classify and index incoming and outgoing correspondence in the Electronic Document and Records Management System (EDRMS).
- Maintain accurate and consistent metadata and file naming conventions.
- Undertake routine quality checks to ensure records are complete, correctly classified and stored.
- Correct errors and anomalies in records data in consultation with the Records Officer.

### Excel & Record Tracking

- Maintain spreadsheets and registers (using Microsoft Excel) to track:
  - Archived and stored records
  - Retention and disposal schedules
  - File movements and retrievals
  - Digitisation and scanning progress
- Use Excel to produce accurate reports, lists and reconciliations to support records management activities.
- Ensure all data maintained is accurate, up to date and well-organised.

### Attention to Detail & Compliance

- Apply a high level of accuracy and attention to detail in all records-related work.
- Follow established procedures and recordkeeping frameworks consistently.
- Maintain confidentiality and comply with legislative, policy and privacy requirements at all times.
- Escalate complex, sensitive or legislative matters to the Records Officer.

### Team & Operational Support

- Work collaboratively with the Records Officer and Corporate Services staff.
- Provide courteous assistance to internal staff requesting records or file information.
- Undertake other records-related administrative duties as required.

## Skills, Knowledge & Experience

### Essential Experience

- Demonstrated high level of attention to detail and accuracy.
- Strong organisational and records administration skills.
- Experience using Microsoft Excel for data entry, tracking and reporting.
- Ability to follow procedures and handle repetitive, detail-focused tasks reliably.
- Sound written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information appropriately.

Desirable

- Experience working with records, archives or information management systems.
- Exposure to Electronic Document and Records Management Systems (EDRMS).
- Basic understanding of records retention and disposal principles.
- Experience in a local government or regulated environment.

**General Accountability, Attitude, Behaviour and Conduct**

All employees of the Shire are personally accountable for their actions and are expected to uphold the highest standards of responsibility, behaviour, and conduct in accordance with the Shire’s Code of Conduct. This includes:

- Adhering to management directives, operational standards and procedures.
- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.
- Following lawful and reasonable directions from the employer, especially those relating to integrity, confidentiality, the Shire’s reputation, efficiency, and the prevention of fraud and corruption.
- Demonstrating respect for, and actively contributing to, the Shire’s values and positive workplace culture.

**Acknowledgment**

By accepting this position, I acknowledge that I have read, understood, and agree to uphold the values, duties, responsibilities, and requirements outlined in this performance description.

**NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**MANAGER: Kellie Jenkins**

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PERFORMANCE DESCRIPTION CREATED**

**DATE** April 2026