



# **Information Package**

## **Senior Records Officer**

Written applications marked “**Confidential Application**”, to be addressed to:

**The Human Resources Manager  
City of Armadale  
Locked Bag No. 2  
Armadale WA 6992**

**Or email: [hr@armadale.wa.gov.au](mailto:hr@armadale.wa.gov.au)**

*“Canvassing of Councillors will disqualify”*

## INFORMATION FOR APPLICANTS

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in preparing your application and to help the selection panel judge your application amongst the many others that will be received for the position. Further information regarding the City of Armadale can be obtained from Council's website [www.armadale.wa.gov.au](http://www.armadale.wa.gov.au).

### **SELECTION CRITERIA**

This is the most important part of your application. It is essential that the information you provide is clear, concise and most importantly relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. Here it must be noted that it is impossible to interview all applicants and therefore only those who best meet the criteria will be short listed for interview.

### **CURRICULUM VITAE / RÉSUMÉ**

A brief summary of your relevant personal particulars, education (and qualifications) as well as your employment history should be attached to your application. Information provided should preferably relate to the position.

### **REFEREES AND REFERENCES**

While the names of referees may have been asked for in the advertisement, these need not necessarily be supported by written references at the time of sending your application. However, if you choose to enclose written references, copies will suffice at the time subject to sighting originals at a later date. It is recommended that you advise your referees that you have nominated them as the Council may wish to contact them at a later date. The referees you nominate should be able to comment on your recent work experience.

### **OTHER DOCUMENTS**

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

### **APPLICATION FORM**

Attached in this information package is an application form, this form assists in the processing of your application, please return with your completed application.

### **WRITTEN APPLICATIONS**

The Council is pleased to accept all applications for the position and does not favour hand written applications over typed applications, or vice versa. However, all applications should be neat and legible for ease of reading by the selection panel.

### **LATE APPLICATIONS**

In fairness to all applicants, late applications cannot be received but the Council will accept late applications when consent to such a request has been given by the Human Resources Manager. However, such permission must be sought by the closing date for applications.

**POSITION ADVERTISEMENT**

*The City of Armadale has been recognised as one of the top five growth regions in the Perth metropolitan area. We're looking for someone to fill this rewarding position and become part of this growth!*

## **Senior Records Officer**

*Re-advertised – previous applicants need not apply*

This position will assist the Coordinator Records in effectively managing the City's records and delivering a professional, efficient and effective Records service.

The successful applicant should demonstrate relevant experience in a Records management environment along with strong supervisory and customer service skills.

This permanent, full-time position attracts a salary in the range of \$59,632-\$68,954 per annum plus superannuation up to 14%.

**The City of Armadale is an age friendly workplace with a range of family friendly initiatives, a generous health & wellbeing program and flexible working hours arrangement. Details of other benefits offered are available in the information package.**

All applicants should obtain an information package, a copy of which can be obtained from Council's website [www.armadale.wa.gov.au](http://www.armadale.wa.gov.au), or by calling: (08) 9399 0676. Job specific information can be obtained by calling the Manager Governance and Administration on (08) 9399 0149.

Applications should include a covering letter, statement addressing the selection criteria and a detailed resume, and be forwarded to The Human Resources Manager, City of Armadale, Locked Bag No 2, Armadale WA 6992 or email [hr@armadale.wa.gov.au](mailto:hr@armadale.wa.gov.au), to be received by 4pm Friday, 1 March 2012.

RS TAME  
CHIEF EXECUTIVE OFFICER

## POSITION DESCRIPTION

**1. TITLE**

Senior Records Officer

**2. DIRECTORATE**

Corporate Services

**3. DEPARTMENT**

Governance & Administration - Records

**4. NUMBER IN POSITION**

One

**5. AGREEMENT**

City of Armadale Enterprise Agreement 2010

**6. AGREEMENT LEVEL**

Five/Six

**7. POSITION OBJECTIVES**

*Objectives of the Position*

To assist the Coordinator to effectively manage the City's records in accordance with business and legislative requirements and to provide a comprehensive and professional organisational record management training program.

*Within Section*

To provide leadership and support to other officers within Records including the development of a culture of innovation and excellence through continual improvement.

## 8. REQUIREMENTS OF THE JOB

### Qualifications/Training/Experience

- Possession of or progress towards relevant tertiary or post secondary qualifications OR a minimum of 2 years experience in a Senior Records Position.
- Demonstrated ability to foster a team environment, supervise staff and provide procedural and on the job training in records and information management practices.
- Sound experience using Electronic Document Management Systems and in records retention and disposal.
- Demonstrated ability to apply recordkeeping principles in accordance with legislative requirements and procedures.
- Knowledge of or ability to rapidly acquire current recordkeeping legislation, standards and practices.
- Ability to utilise personal computer applications and in particular the Microsoft Office suite of products (i.e. Word, Excel, Adobe Acrobat Writer, Outlook) and an understanding of how these products apply to Electronic Document Management Systems.
- Ability to obtain a satisfactory National Police Clearance Certificate.
- Possession of Current 'C' Class Drivers Licence.

### Skills and Knowledge

- Well developed planning and organisational skills
- Well developed time management skills
- Excellent attention to detail and high degree of accuracy
- Proven analytical and problem solving skills.
- Experience in training, developing and motivating team members on the delivery of an efficient, courteous, professional and high quality customer service
- Judgment to differentiate matter which can be dealt with routinely and those requiring higher level consideration
- Ability to exercise initiative and good judgement when required and in particular, handle confidential and sensitive matters appropriately.
- Proven experience in preparing training and procedural documentation and organising and running training courses for both on a one-on-one and group situation.
- Sound knowledge and understanding of relevant Recordkeeping Legislation, Standards and Practices.
- Knowledge of structure and role of a local government body.
- Highly effective time management skills and demonstrated ability to prioritise multiple tasks in a busy work environment.
- General understanding of the structure and role of a local government.
- In conjunction with the Records Coordinator implement programs, initiatives and procedures for the section.
- Ensuring the ongoing delivery of high quality, accurate and current information.

## **9. ORGANISATIONAL RELATIONSHIP**

Responsible to: Records Coordinator  
Responsible for: Records Officers  
Internal: All departments and staff within the organisation.  
External: Local Government Records Management Group  
State Records Office  
State Archives  
Record related System and Software Suppliers  
Other Local Governments  
Library and Information Services of Western Australia

## **10. EXTENT OF AUTHORITY**

- This position is part of the Governance & Administration Records team and will work under general direction in accordance with Directorate objectives, Council Policy and approved practices.
- Undertake the role of Acting Coordinator Records during extended absences of the Coordinator this includes Annual leave, Long Service leave or extended sick leave.

## **11. KEY RESPONSIBILITY AREAS**

### **11.1 Core Responsibilities**

- 11.1.1 In liaison with the Records Coordinator assist with the operational objectives and activities of the Records Department and ensure all legislative requirements are met.
- 11.1.2 Develop, implement and maintain a recurring and comprehensive organisational wide staff Record management training program.
- 11.1.3 Oversee and where necessary, undertake the daily duties of the Records section including the processing, scanning and tracking of all incoming and internal and where relevant outgoing correspondence.
- 11.1.4 Supervise designated staff as required.
- 11.1.5 As a TRIM system administrator ensure all necessary permissions and security are in effect at all times for confidential/sensitive records.
- 11.1.6 Archive and dispose of records in accordance with the State Record Office requirements and departmental procedures.
- 11.1.7 Undertake periodic record keeping audits to ensure officer compliance with Records Management and report anomalies to the Coordinator.
- 11.1.8 Assist with maintaining Procedures Manual for Records and Archives Management Services
- 11.1.9 Maintain an awareness of current trends and developments in records management and attend relevant training and workshops accordingly.

11.2 Organisational Support Responsibilities

- 11.2.1 To assist Coordinator to review and update the City's Recordkeeping procedures primary record keeping systems e.g. Authority and TRIM;
- 11.2.2 To provide advice and regular training to City staff in respect to recordkeeping to ensure compliance with legislative and corporate requirements.

11.3 General Responsibilities

- 11.3.1 Ensure that all sensitive and/or confidential information received, noticed, uncovered or created as an employee of the City of Armadale remains strictly confidential and is used solely in fulfilling the role and responsibilities of the position.
- 11.3.2 Support other team members with appropriate recordkeeping procedures advice.
- 11.3.3 Prepare routine correspondence as appropriate to the position.
- 11.3.4 Undertake other duties as required within the scope and level of this position as directed by Coordinator of Records
- 11.3.5 Have regard for and act in accordance with the City's Code of Conduct.
- 11.3.6 Comply with Occupational Safety and Health legislation and promote safe work practices.

Present Occupant:

Vacant \_\_\_\_\_  
Senior Records Officer (signature)

Supervisor:

Coordinator Records \_\_\_\_\_  
(signature)

Approved by:

Executive Director Corporate Services \_\_\_\_\_  
(signature)

Date Issued:

July 2010

Review  
Date:

3 January 2012

*This Position Description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the City of Armadale may require the employee to carry out any duties, which are within the employee's skill and competence.*

## SELECTION CRITERIA

### ESSENTIAL

- Possession of or progress towards relevant tertiary or post secondary qualifications OR a minimum of 2 years experience in a Senior Records position.
- Demonstrated experience in a Records Management environment.
- Demonstrated supervisory experience with the ability to foster a strong team environment.
- Strong commitment to and demonstrated high level customer service.
- Effective time management skills.
- Ability to maintain strict confidentiality.
- Sound level of computer literacy within a Windows and electronic record environment.
- Ability to obtain a National Police Clearance.
- Possession of a current WA 'C' Class Drivers licence

### DESIRABLE

- General understanding of the structure and role of local government.

### REFERENCES

The names and telephone numbers of at least two professional referees must be included on the application form and attached to your application.

## CONDITIONS OF EMPLOYMENT

- Permanent, full-time position.
- City of Armadale Enterprise Agreement 2010 – Classification Level 5/6.
- 3 month probationary period that could be extended for a further three months (at the discretion of the Chief Executive Officer).
- Hours of work: 76 hours per fortnight.
- Flexible working hours arrangement.
- Superannuation up to 14%, depending upon employee contribution.
- Sick leave entitlement: 10 days per annum for the first 3 years, increasing to 12 days per annum thereafter.
- Personal carers leave.
- Annual leave entitlement: 4 weeks per year, plus 17.5% leave loading.
- Long service leave entitlement: 13 weeks after 10 years continuous service within WA local government. Long service leave can be transferred from one WA local government authority to another.
- Public holidays entitlement: 12 public holidays per year.
- Staff development/training – Annual Performance Reviews.
- Study leave and study fee assistance.
- Council supports wearing Local Government Corporate uniform with financial assistance and incentives for staff who choose to purchase uniform.
- MEDICAL - As part of the selection process applicants will be required to attend a medical examination with a medical practitioner appointed by Council.

## DO YOU WANT...

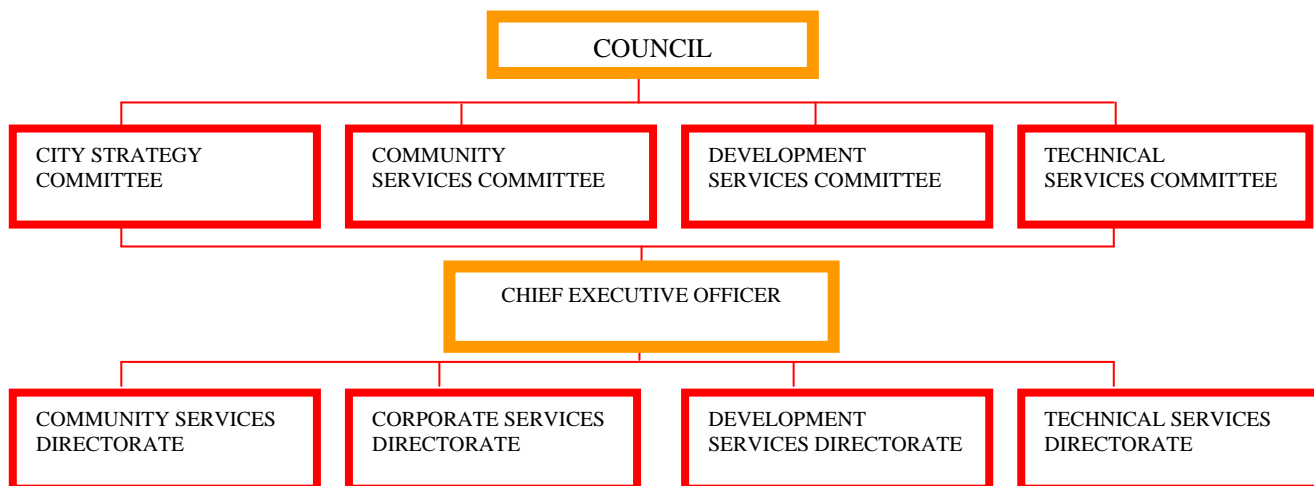
- ✓ Flexible working hours arrangements
- ✓ 1 Day off per Fortnight or Month
- ✓ Up to 19% Superannuation– Combined Contribution
- ✓ Carer's Leave
- ✓ Ability to Purchase Additional Annual Leave
- ✓ Deferred Salary Scheme – One Paid Year Off
- ✓ Free Staff Parking
- ✓ Health & Wellbeing Program
- ✓ Employee Assistance Program
- ✓ Up to 2 years Parental Leave
- ✓ 6 wks Paid Maternity Leave & 2 wks Paid Paternity Leave
- ✓ Ability to Cash Out Annual Leave
- ✓ Career Path Planning and Personal Development Opportunities
- ✓ Staff Training and Development
- ✓ Study Leave and Funding
- ✓ Phased in Retirement Scheme
- ✓ Competitive Salary - Annual Salary Increases
- ✓ Active Social Club
- ✓ Discounted Recreation Facilities Membership

7 Orchard Avenue  
ARMADALE WA 6112

Locked Bag 2  
ARMADALE WA 6992

Phone: 08 9399 0111  
Fax: 08 9339 0184  
E-mail: [hr@armadale.wa.gov.au](mailto:hr@armadale.wa.gov.au)





### DIRECTORATE RESPONSIBILITY

#### Chief Executive Officer's Office

- Civic Functions
- Corporate Leadership & Management
- Councillor Liaison
- Human Resources Management
- Public Relations/Marketing

#### Community Services Directorate

- **Community Development**
- Community Development Administration
- Community Planning & Development
- Community Safety
- Cultural Planning
- Disability Services
- Indigenous Services
- Seniors Services
- Youth Services
- Armadale Gosnells Volunteer Service
- Cultural Events

#### Library & Heritage Services

- Libraries (Armadale/Seville Grove/Kelmscott)
- Library Administration
- Museum & Heritage Services
- Visitors Centre

#### Ranger & Fire Services

- Animal Control
- Fire & Emergency Services
- Local Emergency Management
- Parking Control
- Ranger & Fire Administration
- Regulatory Services

#### Leisure Services

- Aquatic Centre
- Armadale Arena
- Environmental Recreation Programs
- Recreation Administration

#### Corporate Services Directorate

##### Administration & Governance Services

- Corporate Administration
- Corporate Governance
- Corporate Administration
- Council Elections
- Land Acquisitions/Sales
- Local Laws
- Property Leasing
- Records Management

##### Financial/Accounting Services

- Accounting & Audit Services
- Accounts Payable & Receivable
- Budget Preparation & Review

#### Corporate Services Directorate (ctd)

- Financial Planning
- Financial Reporting
- Insurance
- Rating

#### Information Technology Services

- Corporate Communication Equipment/Systems (Phone, Facsimile, Copiers & Scanners)
- Corporate Data Management
- Corporate Systems (Provision & Maintenance of & Software)

#### Development Services Directorate

##### Building

- Building Control
- Dividing Fences
- Swimming Pools

#### Environmental Health

- Administration of Health Act & By-Laws
- Health Education

- Immunisations
- Litter Control
- Noise Control

#### Environmental Matters

##### Planning

- Administration of Planning Responsibilities under Planning & Development Act And Metropolitan Region Town Planning Act
- Closure of PAW's and rationalization of Reserves
- Land Use Planning & Strategy
- Nomenclature
- Sign Control
- Subdivision

#### Technical Services Directorate

##### Engineering Works

- Drainage construction
- Footpath construction and maintenance
- Private Works
- Public utility re-instatements
- Road construction and maintenance
- Street furniture including bus shelters

##### Parks & Reserves Facilities

- Maintenance
- Planning & development of recreation areas

#### Technical Services Directorate (ctd)

- Reserve construction and maintenance including car parks
- Street trees
- Weed control

#### Professional Engineering & Admin Services

- Counter Disaster Committee
- Crossing places
- Easements/land acquisition
- Events on Roads
- Extractive Industries Licenses
- Road inventory, road data and other Compulsory statistics
- Street and traffic signs
- Street Lighting
- Street Stalls
- Road drainage investigation & design
- Supervision of Technical aspects of Subdivision
- Temporary road closures and obstructions
- Traffic Management
- Grants application

#### Property Management

- Construction, maintenance & hiring of Council buildings

#### Support Services

- Depot control
- Plant, equipment and vehicle purchase management

#### Waste Management

- Collection and disposal of refuse and liquid Waste
- Recycling

#### City Strategy Committee

- Economic Development
- Environmental Strategies
- Finance and Resources (See Note 3)
- Major Corporate Policy Issues (See Note 2)
- Major Regulatory Objectives
- National Competition Policy
- Organisation Structure
- Social Objectives
- Strategic Land Use Planning (See Note 1)
- Strategic Planning
- Various Reviews (See Note 4)

*Note-1 Eg; setting of objectives for land and Transport planning on a regional scale And review of town planning priorities i.e. promotion of economic Development and design philosophies, Broad Environmental issues.*

*Note-2 Eg; Code of Conduct, Protocols*

*Note-3 Eg; Budget and rating strategies*

*Note-4 Eg; Statutory Compliance Review and Policy Review*

2012

**APPLICATION FOR ADVERTISED VACANCY**

**Position: Senior Records Officer**

**Position Close Date: 1 March 2012**

**Family name:**

**Given name(s):**

**Title: (Mr, Ms etc)**

**Contact address:  
(include postcode)**

**Phone number:**

**(home)**

**(work)**

**Mobile:**

**Email:**

**PLEASE TICK**

Do you have Permanent Resident Status?

YES  NO

If NO, do you have a current Work Visa? (*Attach copy*)

YES  NO

Do you have a current valid Driver's Licence

YES  NO

If YES – Licence Number:

Expiry Date:

Class(es):

**Professional Referee's**

Referee Name	Position	Company	Contact Number

**CONVICTIONS**

Do you have any current convictions for any offence from any court; or are you currently the subject of any charge pending before any court?  
If **yes**, please give details;

YES  NO

**Please note:** Possessing a criminal record does not necessarily make an applicant ineligible to be considered for a position at the City of Armadale. Any position that is carrying out "child-related work" must have a Working with Children check.

**DECLARATION**

I declare the above statements to be true in all aspects. I acknowledge that any statement, which is found to be false or deliberately misleading, may result in liability for dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date