

POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: Operations Support Officer - Records

REPORTING TO: Operations Support Manager

LEVEL: 5

LOCATION: Alice Springs

OBJECTIVES OF THE POSITION:

Operating under the management and direction of Operations Support Manager and in accordance with Regional Council Corporate Plans and Policies and relevant legislation. This position is responsible for delivery of the effective and efficient Records Management as per government guidelines.

DUTIES AND RESPONSIBILITIES:

- Own the development of the Council's Records Management system.
- Provide communications, monitoring and reports on Records Management across the organisation.
- Provide administration support to the Operations Support Manager by updating, maintaining and monitoring data registered onto CDRC EDRMS.
- With guidance from the Operations Support Manager, control the processes of the Council's records storage facility and the implementation of local government records disposal and retention schedule.
- Under general supervision, process various documents for storage and retrieval; perform a wide variety of duties requiring confidentiality, analysis and attention to detail.
- Control archive maintenance.
- Control and movement of Corporate Record hard files and documents across Council.
- Maintain correct configuration of the records management software system.
- Review document management systems, policies and procedures and recommend and initiate approved changes as required.
- Conduct training of new and existing staff in the EDRMS.
- Maintain security of records.
- Ensure relevant reporting is completed accurately and on time.
- Ensure that all records policies, procedures and work practices are implemented and adhered to.
- Work as support staff / back up for Operations Support Team when team members are on leave.
- Perform any other work related duties requested by the Operations Support Manager.



two ways :: one outcome

SELECTION CRITERIA:

Essential:

- Ability to design and document Council's records management policy, procedures and standards and to properly use Council's corporate records management systems.
- Records Management experience with the ability to adapt to different EDRMS systems.
- High level of data entry experience with high degree of attention to detail.
- Sound written & verbal communication skills.
- Ability to be flexible in the workplace & undertake adhoc duties.
- Demonstrate active listening and ability to confidently and professionally communicate with a range of CDRC staff.
- Ability to maintain confidentiality at all times in relation to both business and personal details.
- Demonstrated literacy, numeracy and computer keyboard skills of a high standard.
- Sound knowledge of Work Health & Safety requirements.

Desirable:

- Previous Local Government experience.
- A qualification in Records Management with membership of RIMPA or study towards a qualification.
- An awareness of issues affecting Aboriginal people in remote locations.
- Current NT driver's licence

The Operations Support Officer - Records will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Have a reasonable level of fitness.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Provide a police clearance certificate and evidence of eligibility to work in Australia.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply. This position is identified. An identified position is one in which part or all of the duties involve interaction with Aboriginal and/or Torres Strait Islander people, including service delivery.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Regional Council as a potential employer.

VISION – TWO WAYS, ONE OUTCOME
(Indigenous and non-indigenous people working together for the best outcomes)

INFORMATION FOR APPLICANTS FOR THE POSITION OF
Operations Support Officer - Records

Central Desert Regional Council is a council that covers the following communities: Anmatjere, Atitjere, Engawala, Lajamanu, Laramba, Nyirripi, Yuelamu, Yuendumu, Willowra; as well as a large area of currently unincorporated land.

The Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

SALARY

The salary is Level 5 (Salary \$67,077.45 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading). The current Enterprise Agreement expires on 30th June 2019. Salary and working conditions after June 30, 2019 will be subject to the Enterprise Agreement in place.

SUPERANNUATION

Employer contributes 9.5 % superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Superannuation Scheme.

ANNUAL LEAVE

Six weeks per annum annual leave is provided to a permanent, full time employee. A loading of 17.5% of salary shall be paid to the employee when taking leave. Annual leave is managed as per Council policies.

LONG SERVICE LEAVE

Long Service Leave is provided as per the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*; and is managed according to Council policy.

PERSONAL/CARERS' LEAVE

A permanent full time employee accumulates Personal/Carers' Leave at the rate of 1.754 hours per week.

An employee may take paid Personal/Carers' Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or

- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
- A personal illness, or personal injury, affecting the member, or
- An unexpected emergency affecting the member.
- For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.
- For paternity leave purposes to a maximum of three weeks

The term immediate family includes:

- spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

STUDY LEAVE

Employees may apply for study leave to undertake courses of study that are additional to the training and development opportunities directed by Council. Approval is at the discretion of the Chief Executive Officer.

LEAVE WITHOUT PAY

The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

HOURS OF WORK

The ordinary hours of work will be 76 hours per fortnight.

A standard day is 7.6 hours, Monday to Friday unless otherwise authorised by Council

CEREMONIAL LEAVE

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave.

Cultural leave does not accumulate from year to year.

PROBATION

This role will be subject to an initial probationary period of six months.



two ways :: one outcome