



Records Officer

Position Description

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|-------------------------|--------------------------------|
| Incumbent: | VACANT |
| Position Number: | 6008 |
| Directorate: | Corporate Services |
| Team: | Administration |
| Position Status: | Permanent Full Time |
| Classification: | QLGIA (Stream A) Level 4 |
| Current Level: | |
| Reports to: | Director of Corporate Services |
| Accountable for: | n/a |
| Located: | Longreach |
| Revised: | July 2022 |

Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking



Position Objective

The primary role of this position is to maintain Council's electronic data and records management system and complaints management system in compliance with relevant standards so as to ensure the smooth flow of documents and files within the organisation with appropriate follow up systems for customer and internal requests. The incumbent is also responsible for ensuring the efficient maintenance of records files and providing support to Council employees in relation to records management.

Position Responsibilities

- Responsible for recommending, implementing and maintaining Council's records management system.
- Register all inwards and outwards correspondence (e.g. mail, email, faxes and over the counter), reports and other administrative reports in accordance with the relevant policies and procedures, legislation and standards.
- Identify organisational functions and activities for which records must be kept, from analysis of business and context documentation.
- Provide advice in the workplace in relation to retention and disposal of documents and record management best practices.
- Preparation, maintenance and implementation of relevant record archival and destruction schedules.
- Receive and process Right to Information and Information Privacy applications, in accordance with relevant legislation/regulation requirements.
- Determine security and access requirements for Council's records system content.
- Develop business rules and procedures to support record management operations.
- Develop and deliver training on the operation of Council's records management system, MagiQ Documents.
- Development and maintenance of a compliant Records Management System.
- Development and maintenance of a compliant Complaints Management system.
- Other such relevant duties as required which would generally fall within the scope of this position as directed by the accountable supervisor and/or Chief Executive Officer.

Position Requirements

Skills

- High level of skills in the use and understanding of Information Technology, computers and related Council software applications (e.g. MagiQ Documents and SynergySoft)
- High level of skills in the use of Microsoft suite, in particular Word, Excel and Outlook.
- Excellent time management, organisation and planning skills with an ability to prioritise and manage own time and meet critical timeframes.
- High level communication skills, both oral and written.
- High level customer service skills, both for internal and external customers.
- Flexibility, initiative and ability to think creatively and outside the square.
- Demonstrated problem solving skills including dealing with emergent and priority issues.
- Ability to maintain strict confidentiality and discretion.
- Exceptional attention to detail.
- Research and analytical skills.

Knowledge

- A thorough understanding of how to maintain a safe working environment.
- Comprehensive knowledge of records management principles and practices according to relevant policies, legislation and standards relevant to local government.
- Comprehensive knowledge of Queensland State Archives Record Keeping regulations and standards, including retention and disposal rulings.
- Comprehensive knowledge and understanding of Right to Information and Information Privacy legislation and regulations.
- Knowledge of Council's policies and procedures and relevant Local Government legislation.
- Knowledge and understanding of quality customer service principles.

Essential Experience/Qualifications

- Demonstrated experience in record and system management, development and administration.
- Certificate III in Business Administration or similar field.
- Current "C" Class Drivers Licence.

Desirable Experience/Qualifications

- Previous Local Government Record Management Experience.
- Experience using MagiQ Documents software.
- Certificate IV in Record Keeping or higher relevant qualifications.

Delegations and Authorisations

Nil.

Physical Requirements

Physical Demand Category

- Sedentary Work
 Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
 Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
 Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

- Depth Perception Colour Discrimination Peripheral Vision Hearing

Specific Actions Required

This job may include:

- | Standing/Walking | Sitting | Driving |
|--|-------------------------------------|--|
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input checked="" type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | <input checked="" type="checkbox"/> Occasional |

Work Environment

- | Attribute | Yes | No |
|-----------|--------------------------|-------------------------------------|
| Chemicals | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Cold | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dampness | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

1-4 Hours
 4-6 Hours
 6-8 Hours

 1-4 Hours
 4-6 Hours
 6-8 Hours

 1-4 Hours
 4-6 Hours
 6-8 Hours

| | | |
|---------------|--------------------------|-------------------------------------|
| Fumes/Gases | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heat/Humidity | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Heights | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Noise | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Repetitive Motions

 Simple Grasping
 Fine Manipulation
 Pushing & Pulling
 Finger Dexterity
 Foot Movement

This Job Will Require

| Manoeuvre | Frequent | Occasional | None |
|-----------|--------------------------|--------------------------|-------------------------------------|
| Bending | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Squatting | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Climbing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Twisting | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Reaching | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |


Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC- SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees. Your responsibilities include:

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the Health and safety duties and Duty of Care requirements as specified within the Work Health and Safety Act 2011 Part 2.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the LRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;

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10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
 11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
 12. To report hazards and risks in accordance with WH&S procedures;
 13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
 14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
 15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
 16. Report any concerns for WH&S to your Supervisor.

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

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| Authorised By: | Kimberley Dillon, Acting Director of Corporate Services |
| Signature: | |
| Date: | |
| Present Incumbent: | VACANT |
| Signature: | |
| Date: | |