



LONGREACH REGIONAL COUNCIL  
Longreach  
Records Officer  
Package Value \$76,677.28 - \$78,630.92

Longreach Regional Council is recruiting for a Records Officer. Applications will be received until **Tuesday, 09 August 2022**. Late applications may not be considered.

### The Position

Do you like a challenge? Do you want to be involved in business improvement projects?

Council has an exciting opportunity for an experienced senior administration or records management officer to be involved in delivering outcomes that improve Council's business by conducting a review of and redeveloping the corporate structure within Council's Electronic Records Management System. This position offers you the opportunity to engage with internal stakeholders to improve our systems to achieve better work outcomes for the business organisation wide.

You will get the opportunity to work along Council's Information Technology Team and engage with the Executive Leadership Team and Middle Leaders to develop improvement plans and undertake mini projects to improve Council's records management.

This is the role for you, if:

- You have excellent attention to detail and commitment to high quality records management;
- You are able to take initiative in improving processes to make them more efficient and effective;
- You have an understanding of records management principles and relevant Local Government legislation; and
- You are committed to providing excellent customer service to all levels of council.

### Salary and Conditions

The position is classified as a Level 4 of the Queensland Local Government Industry (Stream A) Award – State 2017 and offers an annual cash annual wage of \$69,497.38 to \$71,265.38 inclusive of all allowances and leave loading. This position also has the following benefits:

- Up to 12% Superannuation Contribution;
- Rostered Days Off;
- 5 Weeks Annual Leave (17.5% Leave Loading);
- 15 Days Sick Leave;
- Provision of Uniforms; and
- Training and Professional Development Opportunities.

### Applications

If you believe you would like to join the Longreach Regional Council team, please visit the Council website at [www.longreach.qld.gov.au](http://www.longreach.qld.gov.au) and download a copy of the Position Description and Advertising document. Applications must include a current resume, 2 work related references and a letter addressing how you meet the position requirements. Applications can be emailed to [assist@longreach.qld.gov.au](mailto:assist@longreach.qld.gov.au)

### Commitment to EEO and WH&S

Longreach Regional Council is an equal opportunity employer and is committed to providing a safe work environment for all staff. In achieving these goals, it is a mandatory requirement for successful applicants to satisfactorily pass a National Police Check and Medical Screening.

*Longreach Regional Council is an equal opportunity employer.*

Dirk Dowling  
Chief Executive Officer

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