



POSITION DESCRIPTION – ADMINISTRATION AND RECORDS OFFICER

TITLE: RECORDS AND ADMINISTRATION OFFICER (Full-time)

PURPOSE: Co-ordinate and perform specific office administration duties relating to Corporate Services, including: records management collation and management of archived records, receipting and end of day procedures, website maintenance and front counter customer services.

CLASSIFICATION: Fulltime, ECA Level 5

LOCATION: Shire Administration Office, 1 Leake Street, PEPPERMINT GROVE

ORGANISATIONAL RELATIONSHIPS:

Responsible to: Manager Corporate and Community Services

Direct supervision of: Nil

Indirect supervision of: Nil

Internal Liaison: All employees but especially the following:

- Manager Corporate & Community Services
- Senior Finance Officer
- Payroll/Finance Officer
- Community Services and Admin Officer

External Liaison: All stakeholders involved in local government financial and administrative matters, but especially the following:

- Residents and ratepayers
- Vendors and suppliers

MAIN DUTIES/RESPONSIBILITIES/REQUIREMENTS:

- Processing and storage of Records within the Administration, Depot and Offsite locations that have not previously been completed.
- Control and retrieval of records
- Continuous improvement in maintaining the Local Government's electronic records management system
- Assist the processing of Freedom of Information requests in compliance with the Freedom of Information Act 1992
- Undertake regular file audits in order to provide advice and make recommendations on processes.
- Ensure compliance with the Local Government's Records Keeping Plan, policies and procedures and the State's Records Management Legislation.
- Developing and reviewing of Council policies and procedures relating to Records management and legislations
- Developing and reviewing Recordkeeping Plan
- Ensure all file storage areas are kept safe and are well maintained.



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- Establish and maintain a register on the location of all records including off site records sites.
- Provide regular records training and guidance to all staff
- Oversee of ongoing records management
- Recommendations to management of records compliance
- Undertake records review with all staff
- Identify areas of improvement related to records management and recordkeeping
- Conduct records induction training
- Provide Customer Service: over the counter, telephonic and electronic
- Administrative functions, including daily cash receipting & end of day procedures
- Other administrative tasks as required.
- Oversee changes to the website and intranet, including management of Officer access.

COMPETENCIES:

Aptitudes:

- Organised and disciplined.
- Ethical, principled.
- Empathetic, diplomatic and tactful.
- Resourceful and able to display initiative.
- Able to embrace positive change and challenges.

Selection criteria - essential:

- Computer literacy and proficiency including use of Microsoft Office 365).
- Sound interpersonal, public relations and customer service skills, with the ability to liaise with all levels and work in a team environment.
- Research and investigation skills.
- Demonstrated ability to work cohesively, efficiently and effectively in a team environment with consideration to corporate values and honesty, integrity and accountability.
- Holder of a Western Australian (or equivalent) current 'C' class driver's licence.
- Holder of a recent National Police Clearance (not older than 12 months)

Selection criteria - desired:

- Desired minimum of two (2) years' experience in an administrative or process-oriented role and function, desirably (but not essentially) in local government.
- Knowledge of local government with an understanding of records and administrative practices and procedures.
- Working knowledge of General Disposal Authority for Local Government Records.
- Microsoft Dynamics NAV (CouncilFirst local government enterprise system) and electronic records management systems (Sharepoint).



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EXTENT OF AUTHORITY:

The incumbent for this position operates within the limits of Council policy and relevant legislative constraints and will have some delegated authority from the Council/Chief Executive Officer to deal with related matters of an administrative nature within the Corporate Services section of the organisation.

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 organisation may require the employee to carry out any duties, which are within the employee's skill and competence.

The Shire of Peppermint Grove enjoys a smoke-free work environment.

Updated March 2024