



## POSITION DESCRIPTION

|                       |                                   |
|-----------------------|-----------------------------------|
| POSITION TITLE        | Records Officer                   |
| DIRECTORATE - SECTION | Corporate Services – ICT Services |
| LEVEL - IA            | 4 - Salaried                      |
| RESPONSIBLE TO        | Senior Records Officer            |

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

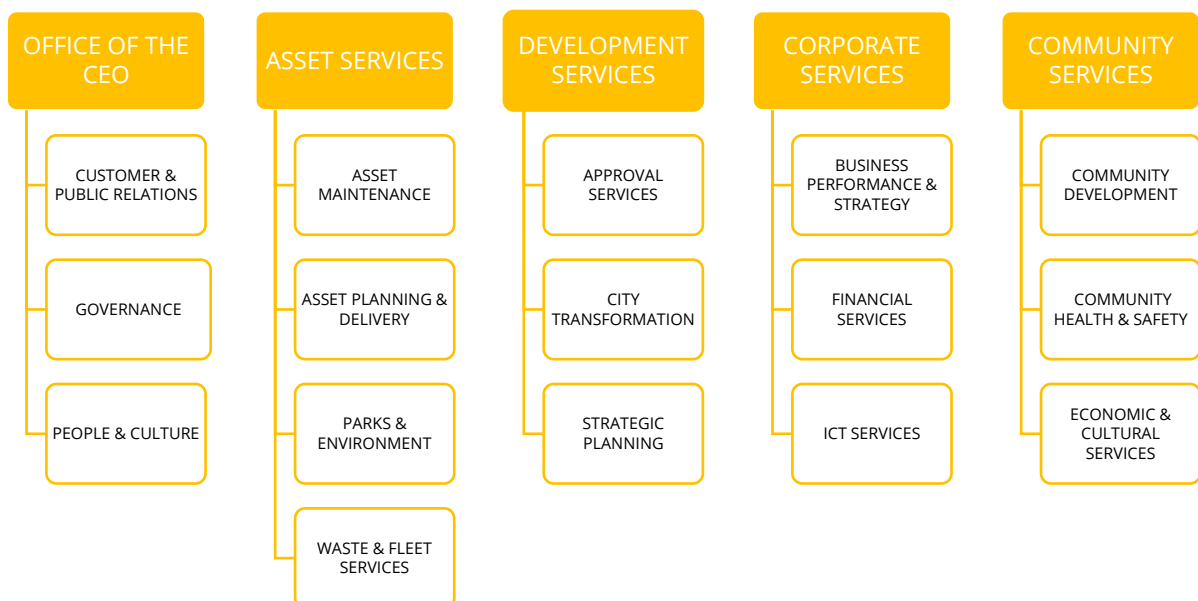
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

|                 |   |
|-----------------|---|
| SERVICE         | Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.             |
| PROFESSIONALISM | Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.       |
| QUALITY         | Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved. |

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

To provide an efficient records management service to the organisation, ensuring compliance with State and Federal Acts, providing corporate information to the organisation, participating in the Retention and Disposal program, and ensuring the protection of the City's customers data.

## KEY RESULT AREAS

### RECORDS MANAGEMENT RESPONSIBILITIES

- Scanning and registering of incoming and outgoing records (whether emails, letters, or other communications).
- Providing support for the regular Retention and Disposal of Records.
- Support in maintenance of the Electronic Document Records Management System (EDRMS).
- Boxing up of files and documents for storage offsite.
- Photocopying and printing support as required.
- Mail runs as required.
- Back scanning of vital records.
- Assisting with the maintenance of structures in SharePoint.
- Assisting in Training and Development of staff in Records Management.
- Support for the auditing of records outside of the EDRMS.
- Provide Records Assistance to staff, and research as required.
- Maintain Records Registers.
- Assisting with Records Management project work.

### WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

### WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

## TRAINING/QUALIFICATION(S)

- Minimum Year 10 Secondary Education.

## SELECTION CRITERIA

1. Understanding of Records Management requirements.
2. Strong attention to detail.
3. Strong customer service skills.
4. Ability to work collaboratively in a team environment.
5. Ability to self-motivate and maintain focus with light supervision.
6. Data entry and administration experience (desirable)

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Coordinator Corporate Systems

DATE PD REVIEWED/APPROVED: 14 July 2025

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