***Wentworth***

**Serving our community**

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| Position Description – Records Officer |  |

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| **Directorate** | **Finance and Policy** |
| **Location** | **Wentworth** |
| **Classification/Grade/Band** | **ATT2 Level 2** |
| **Position Code** | **5084** |
| **Date position description approved** | **Jan 2022** |

# **Council overview**

The Wentworth Shire Council region is made up of the following towns and irrigation areas; Wentworth, Dareton, Coomealla, Pomona, Mourquong, Monak, Trentham Cliffs, Pooncarie, Buronga, Gol Gol, Ellerslie and Curlwaa. Some of these towns are classified as villages, and the entire population of nearly 8,000 people is spread across approximately 26,000 square kilometres, making our region one of the most sparsely populated rural council areas.

Wentworth Shire Council manages one of the largest road networks in New South Wales (NSW), responsible for maintaining 2139 kilometres of roads, with over 519 km of these sealed.

The Wentworth Shire Council Chambers, main office and works depot, library, town hall and Visitor Information Centre are all located in Wentworth.

# **Council values**

* Honesty and Integrity.
* Accountability and Transparency.
* Respect.
* Quality.
* Commitment.

# **Primary purpose of the position**

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The Records Officer is responsible for providing and maintaining an effective, customer focused records management system that is complaint with all statutory and legal requirements for the retention and disposal of Government records.

**Duties**

* Facilitate compliance with all relevant legislation for the capture, preservation, storage, disposal, security and confidentiality of stored and archived records and information.
* Provide quality customer service to all Council staff.
* Ensure all information, including personal, health, confidential and sensitive information is handled with discretion and confidentiality, and in accordance with all polices, guidelines and legislative requirements.
* Provide appropriate training and support for new and existing employees in the use of Council’s records management system.
* Develop, implement and maintain record management policies, procedures and manuals.
* Assist with external requests for information in accordance with the *Government Information (Public Access) Act 2009* and Council procedures.
* Carry out other duties as directed within the scope, skill and competence level of the position and the employee.
* Undertake all identified training requirements associated with the position.

# **Key selection criteria - Essential requirements**

* Previous experience in records management including an understanding of electronic document management systems, relevant legislation, classification systems and general retention and disposal schedule.
* Experience in the use of Content Manager.
* Well-developed communication and interpersonal skills with the ability to promote and demonstrate the benefits of the records management functions.
* Excellent customer services skills.
* Demonstrated commitment to confidentiality and the sensitivity of information.
* Ability to manage time, plan and organise own work as well as those within the team.
* Demonstrated experience in providing appropriate training and support for users of record management systems.
* Sound working knowledge in Microsoft Office, including Word, Excel and Outlook.
* Current and valid drivers’ licence.

# **Key selection criteria - Desireable requirements**

* Working knowledge and understanding of local government.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

| Local Government Capability Framework | | |
| --- | --- | --- |
| **Capability Group** | **Capability Name** | **Level** |
| **Personal attributes** | Manage Self | Adept |
| Display Resilience and Adaptability | Adept |
| **Act with Integrity** | **Advanced** |
| Demonstrate Accountability | Adept |
| **Relationships** | Communicate and Engage | Adept |
| Community and Customer Focus | Adept |
| **Work Collaboratively** | **Advanced** |
| Influence and Negotiate | Adept |
| **Results** | Plan and Prioritise | Adept |
| Think and Solve Problems | Adept |
| Create and Innovate | Adept |
| **Deliver Results** | **Advanced** |
| **Resources** | Finance | Intermediate |
| Assets and Tools | Intermediate |
| **Technology and Information** | **Adept** |
| Procurement and Contracts | Intermediate |

**Focus capabilities**

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

| Local Government Capability Framework | | |
| --- | --- | --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes** Act with Integrity | Advanced | * Models ethical behaviour and reinforces it in others * Represents the organisation in an honest, ethical and professional way and sets an example for others to follow * Promotes integrity, courage and professionalism inside and outside the organisation * Monitors ethical practices, standards and systems and reinforces their use * Proactively addresses ethical people issues before they magnify |
| **Relationships** Work Collaboratively | Advanced | * Builds a culture of respect and understanding across the organisation * Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams * Builds co-operation and overcomes barriers to sharing across the organisation * Facilitates opportunities to develop joint solutions with stakeholders across the region and sector * Models inclusiveness and respect for diversity in people, experiences and backgrounds. |
| **Results** Deliver Results | Advanced | * Sets high standards and challenging goals for self and others * Delegates responsibility appropriately and provides support * Defines what success looks like in measureable terms * Uses own professional knowledge and the expertise of others to drive results * Implements and oversees quality assurance practices. |
| **Resources** Technology and Information | Adept | * Selects appropriate technologies for projects and tasks * Identifies ways to leverage the value of technology to achieve outcomes * Ensures team understands their obligations to use technology appropriately * Ensures team understands obligations to comply with records, information and knowledge management requirements. |