



### Position Details

<b>Position Title</b>	IT and Records Officer	<b>Award</b>	QLD LGIA Stream A
<b>Location</b>	Cunnamulla	<b>Classification</b>	Level 5
<b>Department</b>	Office of the CEO	<b>Employment Type</b>	Full Time
<b>Reports to</b>	Governance Manager	<b>Duration</b>	Ongoing

### The Position

The position will promote, advise and support council staff in recordkeeping and IT functions and facilitate compliance with legislative requirements. The position will oversee and provide operational advice on appropriate storage, archival, retrieval and disposal activities in supporting internal business units to achieve their objectives. As a representative of Council, professionalism and the provision of courteous customer service is essential.

### Key Responsibilities – Records Management

- Identify and interpret changes to legislative requirements and standards that affect Council's information management practices and provide recommendations to ensure Council's policies, procedures and practices represent best practice. Respond to the organisations future needs, within legislative guidelines.
- Provide expert operational advice, support and guidance to internal departments to ensure that records are managed as per the Queensland State Archives requirement, and provide this information for relevant auditing and governing bodies.
- Actively participate in the formulation and implementation of effective policies, practices, processes and procedures to deliver services which ensure the degree of customer satisfaction is continuously reviewed and improved to achieve high level of effectiveness and efficiency to promote a culture of compliance with the relevant legislative and policy requirements.
- Participate in the development and implementation of strategies that drive overall process improvement and compliance in Council's records, plans and management.
- Identify opportunities/innovative solutions to optimise information management.
- Control and coordinate the organisation's storage requirements in an efficient manner ensuring organisational objectives and operating needs are met.
- Actively engage council staff to ensure their cooperation for the correct archival management of Council's corporate information, and provide expert advice and guidance with regard to improving their archival responsibilities and off-site storage practices.
- Control and coordinate projects and project teams in order to achieve desired outcomes in accordance with corporate goals.
- Operate both proactively within a team environment and autonomously with limited supervision to ensure the cost effectiveness and the operational goals of the branch and Council are achieved.

### Key Responsibilities - Information Technology

- Coordinate the information technology function within Council, including acting as System Administrator for the computer network and establish and maintain appropriate registers
- Coordinate the purchase and maintenance of computer hardware, IT equipment, software and licences
- Co ordinate the maintenance and support for corporate software and all computer programs utilised by Council including personal and lap top computers, telephones – landline and mobile, iPad and android tablets, audio visual equipment, Wi-Fi and fibre optic networks and photo copiers and printers
- Perform related duties as assigned, within your scope of practice



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### Skills, Experience and Qualifications

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- Diploma in the field of Information Management or related field from a recognised training organisation, with substantial experience or a combination of extensive experience, expertise and competence, which enables the incumbent to perform all duties of the position.
- Industry related experience with knowledge, or the ability to acquire knowledge, in Local Government processes and procedures
- Recognised membership from the Records Management Professionals Australasia (RIMPA) or eligibility to obtain membership within 3 months.
- Leadership/Management Skills and demonstrated ability to lead and motivate a team
- Excellent customer service skills with the ability to provide accurate timely advice in a pleasant, helpful and supportive manner consistent with organisational goals, policy, and procedures.
- Ability to build effective working relationships with all levels of council, vendors, contractors and consultants.
- Excellent organisational skills with an ability to develop and implement significant operational policies, procedures and activities to achieve department/Council outcomes.
- Demonstrated project and contract management skills with the ability to control and coordinate projects in accordance with corporate goals.
- Demonstrated skills in the process improvement and work practices within the section with the ability to provide expert advice/assistance to other officers, sections and/or departments.
- Comprehensive knowledge or the ability to acquire knowledge of Council policies, procedures and statutory requirements relevant to the work area.
- Extensive experience and proficiency in the use of Microsoft computer applications.
- Commitment to Council's Organisational values of honesty, integrity and confidentiality.

### Additional Information

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Should you, at any time during your appointment in this role, become ineligible to hold a C Class driver licence, you are required to advise Council immediately.

### Mandatory Requirements

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Remaining compliant with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate. Should you be successful with your application, you will also be required to have a Pre-Employment Health Assessment.

### Approval of Position Description

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Position Description Approved by: Cassandra White, Chief Executive Officer, Paroo Shire Council

Signature

Date

16<sup>th</sup> October 2020

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### Acceptance of Position Description

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Signature

Date