



POSITION DESCRIPTION

TITLE:	Records Officer
CLASSIFICATION:	Band 2 Level 1
REPORTS TO:	Records & Governance Coordinator
DIRECT REPORTS:	NIL
DATE REVIEWED:	June 2025

This is not a static document. Management reserves the right to review and amend this position description in consultation with the position holder from time to time as the need arises.

JOB SUMMARY

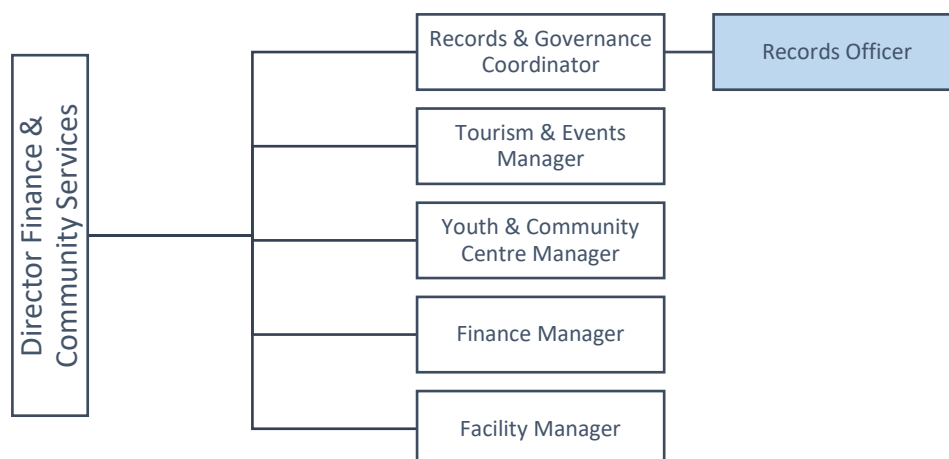
The Records Officer manages and maintains all facets of Council's recordkeeping system and corporate records, providing operational support to the Records and Governance department, undertaking the regular day-to-day core records administration functions of the team, and providing training and support for users across the organisation. It also contributes to continuous improvement by maintaining systems, identifying opportunities to streamline workflows, and supporting cross-functional collaboration.

COUNCIL'S CORE VALUES

Council staff are committed to delivering value to our community by aligning to our core values of Accountability, Communication, Effective Leadership, Integrity and Teamwork. The abbreviated mantra "**ACE IT**" represents who we are as an organisation, these core values are the guiding principles for how we carry out our duties and interact with our community.

<u>Accountability</u>	<u>Communication</u>	<u>Effective Leadership</u>	<u>Integrity</u>	<u>Team Work</u>
We are responsible for our actions, our behaviour and the satisfactory completion of allocated tasks	We communicate openly and respectfully, sharing timely and appropriate information with others	We lead by positive example, embodying all of Council's agreed Values	We are consistently honest, transparent, ethical and fair, regardless of the situation	We work collaboratively to achieve shared goals for Council and the community

ORGANISATIONAL RELATIONSHIPS



SPECIFIC ACCOUNTABILITIES

RECORDS MANAGEMENT

- Accurately register, classify and file incoming and outgoing records in Council's Electronic Document Records Management System (EDRMS), ensuring relevant metadata, security settings, naming conventions and indexing are consistently applied to support efficient retrieval and maintain data integrity.
- Perform searches within the EDRMS and other Council databases, assist users in locating and accessing records, and provide training and support to new starters and existing staff, including refresher and one-on-one training as required.
- Prepare audit reports on EDRMS usage; monitor and ensure compliance with records management legislation, including updating retention schedules as legislation changes.
- Conduct back-scanning of archived records and manage data migration into the EDRMS as required.
- Maintain physical filing systems, coordinate off-site storage transfers, and manage the lawful disposition of records past their retention period, including preparation for State Archives transfer.
- Coordinate the collection, allocation, filing and registration of incoming and outgoing mail for Council and Cobar Water Board, including the processing of Council business papers and management of correspondence received via Council's central email system.
- Assist in developing, implementing and maintaining records management and governance policies and procedures.
- Actively contribute to identifying and implementing process improvements for service delivery.
- Develop the skills to interpret and apply the legislative frameworks that govern recordkeeping, privacy, public access, and information disclosure.
- Maintain and protect the privacy and confidentiality of records and information, exercise discretion and tact in handling sensitive information
- Manage the issuing of staff security cards and maintain building access registers
- Develop skills and understanding to interpret recordkeeping legislation for various Council services to accurately determine appropriate file classification and storage requirements.
- Contribute to a functional and coordinated team environment.
- Support a culture of accountability, continuous improvement, and high-quality service delivery.
- Carry out general administrative duties as required, with a focus on supporting team functionality and reducing inefficiencies.

WORK, HEALTH AND SAFETY

- Take reasonable care for own health and safety as well as health and safety of others by adhering to safe working procedures including verbal instructions given by supervisors.
- Work with due diligence and consideration to safeguard their own health and safety and the health and safety of others.
- Report any potential hazards, incidents, or injuries to Supervisor and WHS Adviser within 48 hours.
- Participate in any applicable WHS consultation arrangements.
- Complying with any Return-to-Work Plan if injured and support rehabilitation in the workplace.
- Correctly use all personal protective equipment.
- Comply with emergency and evacuation procedures and site rules if applicable.
- Report all identified hazards, accidents/incidents and near misses to manager/supervisor by actively monitoring the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard.
- Operate Council plant and equipment safely and in accordance with applicable legislation and guidelines.
- Comply with emergency and evacuation procedures and site rules if applicable.

GENERAL

- Actively share information and knowledge with relevant staff.
- Deliver the accountabilities and meet milestones, performance targets and service levels within your role.
- Comply with the plans, policies, and procedures of Council and the service.

- Ensure accurate records are maintained in Council's corporate records management system as appropriate.
- Ensure timely attention to and reporting of matters requiring corrective action.
- Actively liaise with other Council staff, work collaboratively across the organisation, and contribute to a positive workplace culture.
- Contribute to a positive work environment within the team, business unit, and the workplace.
- Foster a culture of high performance, supporting others to deliver operational objectives.
- Undertake relevant training to improve performance of the individual, the organisation, and to meet mandatory and/or compliance requirements.
- When responding to customer enquiries both verbally and in writing, ensure that the information provided is accurate and in accordance with Council's policies, guidelines, and relevant legislation inclusive of the Privacy Act.
- Exhibit Council's core values in all that you do and say, demonstrating behaviours that are above the line and setting a positive example that inspires staff around you to do the same.
- Undertake any other duties as requested by Council within the skills and experience of the jobholder.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Tertiary qualifications (TAFE) in Business, Business Administration, or similar relevant vocation combined with previous working experience in an administrative role.
- Competent computer skills across the Microsoft Office suite, with the ability to quickly learn new software applications.
- Demonstrated professionalism and discretion to handle confidential and sensitive information.
- High level attention to detail and accuracy, with the demonstrated ability think logically and plan work.
- Effective time management skills, including but not limited to, working independently, managing competing priorities, setting, and meeting deadlines and organising own workload with minimal supervision.
- Well-developed organisational skills with the ability and willingness to adapt within a team environment of fluctuating workloads and changing priorities to meet operational outcomes.
- Excellent interpersonal skills, professional courtesy, demonstrated tact and diplomacy when dealing with confidential matters and difficult customer situations
- Well-developed written and verbal communication skills.
- Provisional Driver's Licence (minimum).
- Sound knowledge of and commitment to the principles of workplace health and safety (WHS).

DESIRABLE CRITERIA

- Previous experience using a comprehensive electronic document records management system.
- Previous experience in Local Government
- Knowledge and understanding of relevant legislation including the State Records Act, Privacy and Personal Information Protection Act and GIPA.

CONDITIONS OF EMPLOYMENT

SALARY

The position has been evaluated as Band 2 Level 1 in accordance with the NSW Local Government (State) Award.

HOURS

Full time administration staff work 35 hours each week. The spread of hours are worked over a 9-day period, Monday to Friday. The current standard working hours are 8.00am – 4.30pm with a 43-minute unpaid lunch break (7.78 hours each day).

PRE-EMPLOYMENT SCREENING

Prior to commencement of employment with Council it may be necessary to undergo pre-employment screening (at Council's expense), including a medical examination, which includes drug and alcohol testing.

EMPLOYEE ACCEPTANCE

This section verifies that the position holder has read the above position description and accepts the role and associated responsibilities contained within this document noting that this document is not a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

The position holder agrees to work cooperatively under Council's policies and procedures including work health and safety, equal employment, and code of conduct.

NAME			
SIGNATURE		DATE	