



POSITION DESCRIPTION FORM

File No: PDF-0017131

POSITION IDENTIFICATION

Title:	Information Document Services Officer	Level:	Level 4
Service Unit:	Information Services	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Corporate & Governance Services	Date Effective:	18 January 2018
Reporting to:	Senior Information Document Services Officer	Date Last Reviewed:	1 December 2023

PURPOSE OF POSITION

- Provide high quality document & records management service ensuring accessibility to, and dissemination of, accurate information to all staff, Councillors and members of the public.
- Ensure document (records) management practices and procedures meet relevant legislative requirements and comply with policy.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Support document and records management systems for the timely dissemination and accurate retrieval of information as required by the organisation and in compliance with the State Records Act 2000.
- Process digital mail, postal mail and digital transaction requests in an efficient and timely manner.
- Provide assistance and support to staff ensuring compliance with document digitisation processes as required by the organisation.
- Maintain document management systems for the provision, retrieval, file maintenance and dissemination of accurate and accessible information to the organisation
- Support the daily operations of the IDS section, which in addition to document centric activities, includes the organisations postal collection and delivery service.
- Deliver a timely and comprehensive induction service for new staff.
- Assist external customers using digital services that interface with internal document and records management systems on behalf of the organisation.
- Ensure archival records storage areas are maintained to meet the organisation's needs.
- Ensure compliance with document digitisation processes as required by the organisation.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Any other duties as directed by the line supervisor/manager.

ORGANISATIONAL RELATIONSHIPS

Responsible for: Not Applicable at this level.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

POSITION DIMENSIONS

Work Location: Eaton Administration Centre.

Delegated Authority: Not Applicable at this level.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence.

EXTENT OF AUTHORITY

This position operates under direction of the Senior IDS Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Work Health and Safety legislation and Council's WHS policies.

CORPORATE ACCOUNTABILITIES

- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire’s Values “Trust, Respect, Accountability, Customer/Community, Excellence & Support” within the workplace.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.

<p>T RUST</p>  <p>"We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."</p>	<p>R ESPECT</p> <p>"We are committed to recognising and acknowledging each person's unique contribution."</p> 	<p>A CCOUNTABILITY</p>  <p>"We are committed to transparency, good governance and accept responsibility for our actions."</p>	<p>C USTOMERS & COMMUNITY</p> <p>"We are committed to providing a positive experience for our customers and our community."</p> 	<p>E XCELLENCE</p>  <p>"We are committed to being the best we can be within the organisation."</p>	<p>S UPPORT</p> <p>"We are committed to being a true team."</p> 
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SELECTION CRITERIA

- Essential:
1. Experience with document and records management systems and the digitisation of documents for business use.
 2. Ability to accurately analyse, prepare and present data using a range of Microsoft Office programs.
 3. Sound research, knowledge gathering and project management skills relating to document and records management.
 4. Excellent verbal and written communication skills to be able to communicate clearly and concisely to a broad range of stakeholders.
 5. Good level of organisational ability with the capacity to work unsupervised, manage priorities and meet deadlines under pressure.

- Desirable:
1. Qualification in Records Management & Archives or similar, and or progress in studies towards qualifications.
 2. A sound understanding of the compliance requirements of local government, including the Local Government Act 1995 and other legislation.