

**Applicant Information**  
**Information Management Officer**  
**Grade 3**

Thank you for your interest in working with the Town of Cambridge. This document will help you prepare and submit a job application and includes information about the recruitment and selection process.

**ABOUT THE TOWN OF CAMBRIDGE**

Located on the stunning West Australian coastline and just minutes to the Perth CBD, the Town of Cambridge comprises some of Western Australia's most prestigious and utilised facilities and is recognised as one of the more desirable areas in which to live and work.

**ADVANTAGES OF WORKING AT THE TOWN OF CAMBRIDGE**

**Work / Life Balance**

Flexible working hours / flexi days (available to most staff)  
4.4 weeks annual leave per year

**Healthy Lifestyle**

Free health assessments, screening and vaccinations  
Free entry to Bold Park Aquatic Centre

**Attractive Superannuation**

An extra 5% on top of statutory 10% contribution for contributing members

**Employee Assistance Program**

All employees and their immediate family have access to free, confidential professional counselling via the Town's Employee Assistance Program.

**Study Assistance Program**

Study leave and financial assistance is available to employees undertaking work related study.

**Other Benefits Include**

Training opportunities - Free car parking - Reward and Recognition Scheme - Subsidised corporate uniform - 13 weeks Long Service Leave after 10 years' service in Local Government, pro rata long service leave is available after 7 years' service



## WHAT IS THE SELECTION PROCESS FOR THIS POSITION?


The selection process is designed to assess your skills, knowledge and experience for the position. This will be undertaken online and accordingly it is important for you to please use *Chrome, Firefox, Safari, Internet Explorer 8 or newer to complete the tests. **Please do not use your mobile phone:***

Applicants will be directed to an online platform where you will be asked to do the following:

1. Complete an application form and upload a resume. Please note that the Town of Cambridge *does not* require applicants to submit a cover letter; however, if you wish to upload a cover letter it should be combined with your resume prior to uploading.
2. Applicants will be asked to answer three questions in response to the requirements of the role; for the role of *Information Management Officer* these questions are:
  - Please describe your experience in Record Keeping or Information Management.
  - What software systems are you familiar with, particularly EDRMS software.
  - What exposure to you have to the State Records Act 2000 and associated standards?

Please give some thought to how you would answer these questions before commencing the application process.

3. Applicants will then be required to undertake an Employee Personality Profile. This test is undertaken online as part of the application process and may take up to 20 minutes to complete.



### EMPLOYEE PERSONALITY PROFILE













A general personality inventory.

Measures:  
Twelve personality traits that are predictive of a person's work style

⌚ Estimated Time: 15 minutes

The Employee Personality Profile (EPP) is a general personality test that provides valuable insights into how comfortable a person will feel within a particular role, otherwise known as "job fit." The test sheds light on each candidate's work behaviors and how they interact with others. The EPP can be used for any position.

#### KEY TRAITS

 ACHIEVEMENT	 ASSERTIVENESS	 COMPETITIVENESS	 CONSCIENTIOUSNESS
 COOPERATIVENESS	 EXTROVERSION	 MANAGERIAL	 MOTIVATION
 OPENNESS	 PATIENCE	 SELF-CONFIDENCE	 STRESS TOLERANCE

Shortlisted applicants will be invited to attend a face to face interview with the selection panel.

4. Following the interview process, preferred candidates may be required to undergo further testing.
5. Reference checking will be undertaken at the completion of all assessment to validate the preferred applicant's claims for the position.

Should you wish to find out more information on the Town of Cambridge please visit our website <https://www.cambridge.wa.gov.au/Home>

The Town is an inclusive employer and accordingly if you have a disability or condition that limits your ability to complete the online application process before the closing date please contact the HR team on (08) 9347 6012 to discuss an alternative lodgement method or reasonable adjustments to be made to the process.

### **IF YOU HAVE TECHNICAL ISSUES**

You will need a reliable internet connection to complete the test.

You can access some information from the below link to help you prepare for the testing process.

<https://www.criteriacorp.com/resources/candidates.php>

When you first log in you will be asked to write down an Event ID. This is an important step as if you experience an internet connection issue and need to restart your assessment you will go to:

[www.oda1.com](http://www.oda1.com) and enter the Event ID

Ongoing technical issues please email [help@criteriacorp.com](mailto:help@criteriacorp.com); you will receive a response within 1 business day

## Position Description

<b>Role title:</b>	Information Management Officer
<b>Grade:</b>	3
<b>Position Number:</b>	534
<b>Section:</b>	Information Services
<b>Directorate:</b>	Office of the CEO
<b>Position Objective:</b>	The position processes documents to ensure that correspondence received at and despatched from the Town are registered in accordance with established procedures and legislative requirements and assists staff with queries and requests for the retrieval of documents from internal and external archive storage facilities.
<b>Stakeholder Engagement:</b>	The position liaises with all Council staff on records queries and works collaboratively with the team to provide high quality customer service. Externally the position would liaise with the external document management facility and Australia Post.
<b>Direct Manager:</b>	Coordinator Information Management
<b>Direct Reports:</b>	Nil
<b>Total Staff Responsibility:</b>	Nil

Our values				
Friendly and helpful	Teamwork	Creativity	Integrity	Respect

Acknowledgement	
<i>Employee Signature and Name</i>	<i>Date</i>
<i>Manager Signature and Name</i>	<i>Date</i>

Position registered by	
<i>HR Officer Signature and Name</i>	<i>Date:</i>

## Key Responsibilities

In the context of the position and the Town's vision and values:

- Open incoming mail, date stamp and sort into batches according to established retention periods and in-house requirements.
- Distribute incoming cheques, invoices and ephemeral material according to internal procedures.
- Register incoming emails and faxes and task to appropriate Action Groups through ECM.
- Sort outgoing mail and determine postage costs for Australia Post.
- Review processed document batches and transfer to the appropriate archive box storage.
- Monitor, record and assemble new document archive boxes as required.
- Retrieve records from the Depot Archive facility and organise the retrieval of records from the offsite storage facility as required.
- Provide assistance to Council staff seeking records or ECM support as appropriate.
- Ensure all relevant information is recorded and tasked appropriately according to the Information Management Procedure Manual.
- Maintain awareness of relevant legislation and policies to ensure all activity undertaken is compliant.
- Maintain statistical data as required.
- Assist with information management digitisation and other projects and other administrative tasks in the area.
- In all actions, be accountable and employ ethical decision making and good governance in line with Town of Cambridge Code of Conduct, values, policies, procedures and broader aspirations.
- Be engaged in sustainability initiatives and proactively suggest ways to improve recycling, energy and water consumption in Town operations and how Cambridge can maintain its natural environment in line with Town policy and the Strategic Community Plan.
- Take reasonable care to ensure your own safety and health and that of others, comply with instructions given for the safety of yourself and others and co-operate with management in its fulfilment of its legislative obligations, in line with Town policy.

## Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position. G3 these

1. Previous experience working with centralised records and administrative processes in an office environment.
2. Working knowledge of Microsoft computer applications and other office equipment.
3. Demonstrated attention to detail to support data input and key boarding activity relevant to document control.
4. Interpersonal and communication skills to provide high quality customer service and support team members.
5. The ability to follow established procedures, organise workload and respond to shifting priorities.
6. Previous experience with records or information management is highly desirable.
7. Current Class "C" Driver's License.