

Senior Records Officer

Position Description

Directorate	Community and Environmental Services	Department	Customer Response
Reports To	Supervisor Records and Archives	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services.	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 3

Position Purpose

This position provides specialist technical advice and administrative support in the processing and management of Council record management and archives to achieve optimum service outcomes.

Key Responsibilities and Outcomes

As a Senior Records Officer you will:

- Appraise files and documents ensuring compliance with relevant records management legislation, retention and disposal schedules, policies and processes.
- Undertake the archiving of secured files and documents and assist internal customers with searches including Right to Information requests and retrieval, ensuring strict confidentiality at all times.
- Undertake activities associated with the management of council's records repository and off-site storage functions.
- Deliver projects associated with document processing, archiving and disposal, including proactive digitisation of hard copy records and the ongoing reduction of Council's physical record holdings.
- Contribute to the implementation and review of records management practices and business processes that enhance efficiency and reduce the creation and storage of hard copy records.
- Act as a point of reference and support for team members on records management matters.
- Build constructive relationships with a range of internal and external customers and suppliers.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

Budget

N/A

Delegations

Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Strong demonstrated experience in records management or in a related field.
- Strong ability to identify and interpret information - maintaining confidentiality at all times.
- Demonstrated ability to provide technical support and guidance in relation to records management requirements.
- Ability to process high work volumes with a high degree of accuracy.
- Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.
- Solid level of experience and knowledge in identifying areas of improvement as they relate to optimal records management.

Qualifications

- Current "C" Class Driver's Licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.