

Kingborough Council

Information Package for Applicants



Position:	Information Management Officer, Position Number 000680
Employment Status:	Ongoing, Part time (24 hours per week)
Department:	Information Services Department
Applications Close:	Friday, 24 January 2019



KINGBOROUGH COUNCIL
www.kingborough.tas.gov.au

Our Municipality

Kingborough is situated 10 km south of Hobart, the capital city of the state of Tasmania, Australia. Kingborough has one of the longest stretches of coastline in the State (336 kilometres) and covers a total area of 717 square kilometres. The population is approximately 37,000 and the main towns are Taroona, Kingston, Blackmans Bay, Margate, Snug, Kettering, Woodbridge and Middleton. The Municipality also includes Bruny Island which lies just off the coast and can be reached by vehicular ferry from Kettering.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough is essentially residential in nature and has one of the highest growth rates in the State. The rate of population growth in the last five years was 5.8%, or 1.2% per annum. The localities with the greatest population growth rates are Kingston, Blackmans Bay, Margate and Snug. By 2022, Kingborough's population is likely to be about 41,000.

Kingborough Council operates from the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 16,000 rateable properties and the Council has an estimated consolidated income of approximately \$35M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, infrastructure services and community services. Facilities managed by the Council include a multi-complex sports centre as well as an extensive network of sporting grounds, local halls and community centres.

POSITION ADVERTISEMENT

Information Management Officer

In this role, you will be responsible for assisting with the daily activities of Council's information and records management unit. The unit is responsible for supporting Council to meet its regulatory requirements for record-keeping, storage and records management.

You will contribute to the facilitation of an effective records management system, ensuring that Council's records are secure, appropriately maintained and readily accessible.

You must have previous experience in an information and records management environment, as well as competent computer and data entry skills and experience in electronic document management systems. Knowledge of archiving practices would be well regarded.

The role is part-time, 24 hours per week and the salary will be based on a pro-rata equivalent of \$56,287 to \$60,820 per annum, depending on skills and experience.

How to Apply: For further information on these position, please contact Yvonne Williams, Information Management Coordinator on 03 6211 8200. The Position Information Package for this role is available on Council's website www.kingborough.tas.gov.au. To ensure your application is considered, you must provide a current resume and a statement addressing the selection criteria.

Applications can be submitted online through the Employment Portal on Council's website and close at 4.00pm on Friday 24 January 2020.

SELECTION CRITERIA

Information Management Officer

Please address these selection criteria in your application


Essential

1. Demonstrated experience in information and records management procedures and practices, including the use of electronic records management systems.
2. The ability to work independently on basic project tasks under general supervision.
3. Competent interpersonal skills, including the ability to work in a team-based environment.
4. Ability to use initiative and demonstrate sound problem solving skills.
5. Well-developed organisational and time-management skills.
6. Sound literacy skills and attention to detail.
7. Competent computer and data entry/keyboard skills, with the ability to utilise Microsoft office products.

Desirable

1. Experience in local government records management and/or archives.

POSITION DESCRIPTION

	Information Management Officer	PD No. 000680		
		VERSION 01	LAST REVIEW January 2020	NEXT REVIEW Jan 2022
Classification	Administrative/Clerical Officer Level 2.			
Special Conditions	This is an ongoing part time position, 24 hours per week. A National Police check will be required.			
Position Objectives	The key duties are: <ul style="list-style-type: none"> • To assist in the provision of efficient and effective information management services through the accurate and timely capture and dissemination of information to business units throughout the organisation. • To undertake general administrative tasks as required. 			
Key Responsibilities	<ul style="list-style-type: none"> • Assist with the daily process of incoming mail – opening and scanning into ECM, Council's corporate records management system. • Accurately capture, classify and apply retention and disposal procedures, and register inward mail and internal information in ECM. • Assist with the delivery of mail to staff and ensure that correspondence is distributed for action in a timely manner. • Check and prepare outward mail for dispatching. • Identify and assist in processing and sentencing of records for transfer to secondary storage as required. • Order, scan and distribute records from onsite and offsite storage as required. • Assist with the disposal of records in accordance with the disposal schedule for Local Government under the direction of the Information 			

	<p>Management Coordinator.</p> <ul style="list-style-type: none"> • Assist with the retrieval of documents from the State Archives Office as required. • Provide high standard of information management assistance and support to all Council staff. • Assist staff with familiarisation of registration procedures including the actioning of correspondence, reports and other documents on the system. • Undertake the ordering of stationery, tea and coffee supplies and ensure adequate stock levels are maintained. • Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.
Organisational Relationships	<p><u>Reports to:</u> Information Management Co-ordinator</p> <p><u>Internal Liaisons:</u> All Council staff.</p> <p><u>External Liaisons:</u> Stationery suppliers, Australia Post, Government agencies.</p>
Code of Conduct	<p>Council is committed to maintaining the highest standard in our dealings with the community and promoting equity and respecting diversity within the workplace. Council's Code of Conduct details the principles of good conduct and standards of behaviour that Council has determined the community can reasonably expect employees to demonstrate in the performance of their duties and functions.</p> <p>The incumbent is required to maintain the security and confidentiality of all information classified as <i>RESTRICTED/CONFIDENTIAL</i> within Council's information management systems and physical format.</p>
Work Health and Safety	<p>Council recognises the need for all staff to play a role in workplace occupational health and safety. The employee shall comply, so far as is practicable, with all relevant Work Health and Safety policies, procedures, legislation and good practice including:</p> <ul style="list-style-type: none"> • adhering to all safe working procedures.

	<ul style="list-style-type: none"> • adhering to Council's WHS and risk management policies. • taking reasonable care of themselves and others who may be affected by their actions. • ensuring due care is taken for any Council property for which the officer is responsible. • taking due care to prevent property losses or damage.
Security of Council Information	Security of Council information viewed or accessed during the course of employment is not to be divulged to any person unless authorised to do so.
Customer Service	Council is committed to the provision of timely, efficient, consistent and quality customer service. Council's Customer Service Charter outlines the rights of our customers, the standard customers can expect when dealing with Council and what a customer can do if dissatisfied with Council decisions for actions.
Qualifications and Experience	<p><u>Essential</u></p> <ul style="list-style-type: none"> ▪ Demonstrated experience in information and records management procedures and practices, including the use of electronic records management systems. ▪ The ability to work independently on basic project tasks under general supervision. ▪ Competent interpersonal skills, including the ability to work in a team-based environment. ▪ Ability to use initiative and demonstrate sound problem solving skills. ▪ Well-developed organisational and time-management skills. ▪ Sound literacy skills and attention to detail. ▪ Competent computer and data entry/keyboard skills, with the ability to utilise Microsoft office products. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience in local government records management and/or archives.

Personal Attributes	<ul style="list-style-type: none">• Strong commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council through appropriate behaviour and attire.• Ability to build and maintain co-operative relationships.• Highly motivated with the ability to work in a team environment.
Behavioural Skills	<ul style="list-style-type: none">• The ability to function as a competent, motivated and professional member of the Information Management Unit and demonstrate a commitment to the Council's values and expected behaviours.

Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you seeking the position with the Council.
- A summary addressing each of the Selection Criteria
- A current copy of your resume
- Please note that a National Police check will be required for this position.

Your application should be addressed “**Confidential Job Application – Information Management Officer, Position Number 000680**” and submitted online through the Employment Portal on Council’s website at www.kingborough.tas.gov.au

Good luck with your application.