

Kingborough Council

Information Package for Applicants



Position Details:	Information Management Officer, Position Number 000681
Employment Status:	Ongoing, Part-time (24 hours per week)
Department:	Information Services Department
Applications Close:	4pm on Friday, 7 August 2020
Further Information:	Mrs Yvonne Williams, Information Management Coordinator on 03 6211 8230.



KINGBOROUGH COUNCIL
www.kingborough.tas.gov.au

Our Municipality

Kingborough offers a fantastic lifestyle offered on the picturesque south east coast of Tasmania. Located an easy 15-minute drive south of the capital city Hobart, Kingborough is one of the fastest growing areas in Tasmania. With a population of over 37,000, Kingborough offers a wonderful family lifestyle, including quality educational facilities, sporting and recreational services, service clubs and shopping centres.

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 the towns of Kingston, Blackmans Bay, Margate and Snug. The Municipality also covers the beautiful Bruny Island which lies just off the coast and can be reached by vehicular ferry from the township of Kettering.

Council's main office is the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre and Works Depot 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 the multi-complex Kingborough Sports Centre, the Kingborough Community Hub at Kingston Park and an extensive network of sporting grounds, local halls and community centres.

Council has recently launched a major project, Kingston Park, as the centrepiece for the revitalisation of the central business district in Kingston. Kingston Park aims to create public spaces that promote health, connectivity and well-being. The master plan includes a mix of commercial and residential uses, together with public open space and community and cultural facilities.

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 a commencement salary in the range of \$28.48 to \$30.77 per hour will be offered based on skills and experience.

How to Apply: For further information on this position, please contact Yvonne Williams, Information Management Coordinator on 03 6211 8230. 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 7 August 2020.

Key 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.
2. Experience in digitising records including historical paper documents.
3. A current driver's licence.

Position Description

INFORMATION MANAGEMENT OFFICER

POSITION DETAILS

Position No.	000681	Department	Information Services
Employment Status	Ongoing part time	Location	Civic Centre
Unit	Information Management	Classification	Administrative/Clerical, Level 2

POSITION OBJECTIVE

The key duties are:

- 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 FUNCTIONS AND RESPONSIBILITIES

- Assist with the daily process of incoming mail – opening and scanning into ECM, Council's corporate **records management** system.
- Accurately capture, classify, 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 Management Coordinator.
- Assist with the retrieval of documents from the State Archives Office as required.

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- 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 and office supplies and ensure adequate stock levels are maintained.
 - Undertake 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.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level are responsible for the completion of regularly occurring tasks and work under general supervision.

Judgment and problem solving: Employees use limited discretion in undertaking work as part of a team within well-established work practices and guidelines.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – The position has contact with all staff throughout the Council.
2. **External** – Stationery suppliers, Australia Post, Government agencies.
3. **Direct Reports** - This role reports to the Information Management Coordinator and has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- 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.
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- Sound literacy skills and attention to detail.
 - Competent computer and data entry/keyboard skills, with the ability to utilise Microsoft Office products.
 - A satisfactory Police Check is required.

Desirable

- Experience in local government records management and/or archives.
- Experience in digitising records, including historical paper documents.
- A current driver's licence.

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.
- A **National Police check** will be required for this position.

How to apply:

Your application should be addressed “**Confidential Job Application – Information Management Officer Position No 0006811** ” and submitted online through the Employment Portal on Council’s website at www.kingborough.tas.gov.au.

Thank you for your interest in employment with the Kingborough Council.

Employee Entitlements and Benefits

Code of Conduct	The Kingborough Council has a 'Code of Conduct' which outlines the workplace behaviours that are fundamental to our workplace culture. A copy of the Code is available on Council's website, https://www.kingborough.tas.gov.au/wp-content/uploads/2019/08/Employee-Code-of-Conduct-Policy-2018.pdf
Employment Provisions	The employment provisions for this position are in accordance with the <i>Kingborough Council Enterprise Agreement No 9 of 2017</i> or its successor Agreement. A copy of the Agreement is available on the Fair Work Commission website, www.fwc.gov.au
Classification and Salary:	This position is classified under the Enterprise Agreement as Administrative/Clerical Officer Employee Level 2 with a salary range of \$28.48 to \$30.77 per hour.
Hours of Work:	The position is offered on a part-time basis (24 ordinary hours per week). This equates to three days per week.
Superannuation	Council meets the requirements of the <i>Superannuation Guarantee Act</i> and currently contributes 12.5% as the employer superannuation contribution.
Employment Checks	To be employed in this position applicants must undergo an employment-related background check/s and be assessed as suitable to be able to ethically perform the inherent requirements of this position. A

	<p>satisfactory National Police check is required for this position.</p> <p>Applicants must undergo a pre-employment functional assessment and be assessed as being able to meet the functional requirements of the position.</p>
Leave	<p>Full Employees are entitled to four weeks annual leave and pro-rata for part-time employees. Full time employees are entitled to ten days personal/carer's leave (and pro-rata for part-time employees). Thirteen (13) weeks long service leave is available after 10 years' service and is transferable between Tasmanian Councils.</p> <p>Our employees may also 'purchase' an additional two week's annual leave.</p> <p>Paid parental leave entitlements are available for ongoing employees – 12 weeks for the primary care giver and two weeks for the non-primary carer giver after 12 months service.</p> <p>Paid leave is also available for employees involved in voluntary emergency services and for employees experiencing family violence.</p>
Health and Wellbeing	<p>Council supports and encourages an active and healthy work environment and offers a workplace health and well being program. The program includes staff discounts at the Kingborough Fitness Centre, free flu vaccinations, ergonomic assessments, health and well-being presentations, as well as a focus on mental health awareness and support.</p>

	Council also provides an Employee Assistance Program which offers confidential and free counselling services for employees.
Relocation Costs	Council may offer relocation reimbursement to employees who are moving from interstate to take up a position with Council.
Corporate Wardrobe and PPE	<p>Council supplies personal protective equipment (PPE) and Council uniforms to operational employees, as well as those employees working in technical and inspectorial positions.</p> <p>An annual corporate wardrobe allowance for the purchase of the NNT uniforms local government range is also available to office-based staff. The range is shown at:</p> <p>https://www.nnt.com.au/local-government</p>
Other Employee Benefits	<p>Our employees have access to discounted health insurance options through St Luke's Health and the Local Government Employees Health Plan.</p> <p>Council employees can arrange for a novated lease for a personal vehicle through Maxxia.</p> <p><i>LGAT Assist</i> also provide low interest loans to Local Government employees who are employed on an ongoing (permanent) basis.</p>
Work Health and Safety	Work Health and Safety is an important element of our work culture. Council takes workplace safety seriously and has implemented policies and practices to support the <i>Work Health and Safety Act 2012</i> , Regulations and Codes of Practice. Council conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work.

Induction	All employees undertake an induction as part of the probation period, which is tailored to the work environment and position.
HR information	For any general enquiries about Council's HR or recruitment procedures, please contact the Organisational Development team on recruitment@kingborough.tas.gov.au or (03) 6211 8200.