

Kingborough Council

Information Package for Applicants



Position Details: Information Management Officer, Position Number 000021

Employment Status: Ongoing, full time

Department: Information Services Department

Applications Close: Sunday 14 April 2024

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 southeast 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 around 40,000, Kingborough offers a wonderful family lifestyle, including quality educational facilities, sporting and recreational services, service clubs and shopping centres. The strong growth in population is reflected through the significant number of housing approvals in the municipality over the last 10 years. On average, Council approves more than 200 new dwellings per year.

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 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 19,000 rateable properties and the Council has an estimated consolidated income of approximately \$44M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, environment and infrastructure, and recreational and community services. Facilities managed by the Council include the multi-complex Kingborough Sports Centre, and an extensive network of sporting grounds, natural assets and reserves, local halls, and community facilities.

Council is implementing two major development projects, Kingston Park and Transform Kingston, for the revitalisation of the central business district in Kingston. Kingston Park is an 11-hectare Council owned property that is being developed in accordance with a master plan that provides for a mix of commercial and residential uses, together with public open space, and community and cultural facilities. At the heart of Kingston Park is the Kingborough Community Hub and the Kingston Park playground that draws on the natural Tasmanian environment, Aboriginal history and way of life.

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 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 position is full time and offers a salary in the range of \$70,037 - \$75,868 per annum, depending on skills and experience, plus 12.5% employer superannuation contribution. The working hours include a monthly rostered day off.

For further information on this position, please contact Yvonne Williams, Coordinator Information Management on 6211 8200.

Kingborough Council offers some great benefits, including:

- A range of paid leave entitlements and ability to 'purchase' additional leave.
- Discounted membership at the Kingborough Fitness Centre.
- An Employee Assistance Program.
- Corporate Health Plan discounts.

How to apply:

- Before you begin, please ensure you have read the Position Description and the Key Selection Criteria.
- Ensure you have copies of the following to submit with your application:
 - a short covering letter to introduce yourself and outline the reasons you are applying for the position, and
 - a current resume that includes relevant information such as details of your work history, qualifications and any other training or development programs.
- You must address the selection criteria in the online application form.
- Applications must be submitted by using the online form on Council's website. You can save your application as you progress through the stages until you submit your completed application.

Applications close on Sunday 14 April 2024.

Key Selection Criteria

Information Management Officer

You will be asked to address the following selection criteria as part of the online application form.

Essential

1. Certificate IV or Diploma qualification in Information or Records Management or other relevant area of study, or an equivalent combination of relevant experience, education, and or training.
2. Demonstrated experience in the management of information management systems.
3. Demonstrated experience in the application of retention and disposal schedules.
4. Proven time-management skills, including the ability to plan and prioritise work, aiming to achieve timely and accurate outcomes in a reactive environment.
5. The ability to work independently on pre-defined projects.
6. Sound problem solving and organisational skills and a strong attention to detail.
7. Proficient literacy and communication including the preparation of reports, correspondence and procedures.
8. Highly proficient computer and keyboard skills utilising Microsoft Office products, property and information management software.

Desirable

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

Licences

2. Current unrestricted motor vehicle driver's licence.

Position Description

INFORMATION MANAGEMENT OFFICER

POSITION DETAILS

Position No.	000021	Department	Information Services
Employment Status	Ongoing full time	Location	Civic Centre
Unit	Information Management	Classification	Administrative/Clerical, Level 3

POSITION OBJECTIVE

1. Assist with managing the lifecycle of Council's information (paper-based and electronic records) in accordance with Council requirements and the Archives Act (1983)
2. To assist with the continuous development of Council's information management systems in line with legislative and business requirements.

KEY FUNCTIONS AND RESPONSIBILITIES

3. In conjunction with the IM Coordinator, ensure that information management systems continue to meet the needs of the organisation through appropriate training, monitoring, and reporting.
4. Undertake system administration of Council's Electronic Document and Records Management System (EDRMS)
5. Provide end user training in the use of Council's EDRMS and understanding of IM policies and procedures.
6. Ensure the accurate classification and lifecycle management of correspondence in accordance with Council policies and the Tasmanian State Archives Act.
7. Ensure the registration and a secure storage environment for all Vital Records (Titles, Agreements, Contracts, and other legal documents) is accurate and the area is well maintained.
8. Check and prepare outward mail for posting.
9. Arrange the retrieval, scanning and distribution of records from onsite and offsite storage (including State Archives) as required.
10. Coordinate the ordering of stationery and consumables and ensure adequate stock levels are maintained.
11. Other duties as required/directed from time to time, noting that an employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Information Security: Information held by the Council is only to be accessed or disseminated where required or authorised by this position. Information viewed or accessed is not to be divulged to any person unless authorised by the information custodian.

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 undertake specialist administrative work at an experienced level and within the scope of the role.

Judgment and problem solving: Work is undertaken with limited supervision and within established guidelines. A high level of discretion is required.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – This position deals with staff from across the organisation. The position works closely with other members of the Information Services Directorate.
2. **External** – Suppliers, contractors, Government agencies and customers.
3. **Direct Reports** - This role reports to the Information Management Coordinator and has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

12. Certificate IV or Diploma qualification in Information or Records Management or other relevant area of study, or an equivalent combination of relevant experience, education, and or training.
13. Demonstrated experience in the management of information management systems.
14. Demonstrated experience in the application of retention and disposal schedules.
15. Proven time-management skills, including the ability to plan and prioritise work, aiming to achieve timely and accurate outcomes in a reactive environment.
16. The ability to work independently on pre-defined projects.
17. Sound problem solving and organisational skills and a strong attention to detail.
18. Proficient literacy and communication including the preparation of reports, correspondence and procedures.
19. Highly proficient computer and keyboard skills utilising Microsoft Office products, property and information management software.

20. A satisfactory National Police check is required.

Licences

21. Current unrestricted motor vehicle driver's licence.

Desirable

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

Employee Entitlements and Benefits

Employment Provisions

The employment provisions for this position are in accordance with the *Kingborough Council Enterprise Agreement No 11 of 2023* or its successor Agreement. A copy of the Agreement is available on the Fair Work Commission website, www.fwc.gov.au

Superannuation

Council meets the requirements of the *Superannuation Guarantee Act* 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 satisfactory National Police check is required for this position.

Applicants must undergo a pre-employment functional assessment and be assessed as being able to meet the functional requirements of the position.

Leave

Full time 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 the period of service is transferable between Tasmanian Councils.

Paid parental leave entitlements are available – 12 weeks for the primary care giver and two weeks for

Health and Wellbeing

the non-primary carer giver after 12 months service.

Paid leave is also available for employees involved in voluntary emergency services and for staff experiencing family violence.

Council supports and encourages an active and healthy work environment and offers a workplace health and wellbeing 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.

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.

Other Employee Benefits

Our employees have access to **discounted health insurance** options through St Luke's Health and the Local Government Employees Health Plan.

Council employees can arrange for a **novated lease for a personal vehicle** through Maxxia.

LGAT Assist also provide **low interest loans** to Local Government employees who are employed on an ongoing (permanent) basis.

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 *Work Health and Safety Act 2012*, Regulations and Codes of Practice. Council

conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work. It is recommended that employees undertaking field inspections have a current tetanus immunisation.

HR information

For any general enquiries about Council's HR or recruitment procedures, please contact the People and Safety team on recruitment@kingborough.tas.gov.au or (03) 6211 8200.