

BARKLY REGIONAL COUNCIL



Records Officer (10002)

1. Position Objectives

The Records Officer reports to the Manager Governance and Policy and is responsible for overseeing the creation, organisation, maintenance, and disposal of records within the council. Their role is to ensure that records are managed efficiently, securely, and in compliance with legal and regulatory requirements. The position holder is accountable to the Director of Corporate Services.

2. Key Responsibilities

Administration and Records Management

- Developing and implementing a comprehensive record management system that ensures the creation, storage, maintenance, and destruction of records.
- Regularly audit and evaluate the quality and validity of records to ensure they meet legal and ethical standards.
- Setting up and maintaining efficient and effective record management systems, both physical and digital, ensuring that records are properly classified, labeled, and stored either on site or with BRC's external archive provider.
- Provide training and assistance to staff in the use of records management software.
- Identify and solve any problems that arise in relation to record management. Liaise with relevant departments and stakeholders to ensure that any issues are addressed as quickly as possible.
- Implementing measures to protect records from unauthorised access, ensuring data privacy and compliance with relevant laws and regulations.
- Assist with the transfer of records between departments and facilitating access to records when needed.
- Become familiar with the policies and procedures of Library and Archives Northern Territory as the basis for Barkly Regional Council's practices.
- Provide training and education to employees to ensure everyone understands their responsibilities in relation to records management.
- In conjunction with the Director of Corporate Service receive and manage all requests under the Freedom of Information (FOI) Act.

Other

- Be aware of the principles of Diversity, Equity, Inclusion, and Belonging (DEIB).
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- Any other duties as reasonably requested by your Manager and/or Director and/or the CEO.

3. Key Accountabilities

- Enhance and maintain an efficient and effective records management system across the council.
- To comply with Barkly Regional Council's Code of Conduct for employees and all other policies and procedures varied from time to time.

- Recommend to management any updates to policies and procedures.
- Work closely with other departments to ensure a coordinated approach to records management.
- Stay informed about industry trends and best practices.

4. Organisational Relationship

Position Title:	Records Officer (10002)
Reports to:	Manager Governance and Policy (90009)
Directorate:	Corporate Services
Supervises:	N/A
Internal Liaison:	Chief Executive Officer Director of Corporate Services Manager Governance and Policy Local Authority Coordinator Customer Service Officer Manager IT Senior IT Officer IT Officer Manager HR Senior HR Officer HR Administration Officer Recruitment Coordinator Manager WHS WHS Officer Other Council Staff
External Liaison:	Other External Stakeholders and Organisations Government and Non-Government Organisations Rate Payers, Residents, and Visitors

5. Wages and Allowances

Classification:	Level 6 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2023</i>
Status:	Full Time - Permanent
Annual Salary:	\$74,486.70 per annum (\$1,432.44 gross per week)
Zone Allowance:	Tennant Creek Zone Allowance \$1.8900 per hour

6. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.

- Ability to manage multiple tasks effectively with a degree of flexibility within a changing work environment.
- Demonstrated ability to work in a small team environment.

Interpersonal:

- Good interpersonal skills and manners.
- A willingness and ability to work in a challenging environment.
- Demonstrated ability to work within tight timeframes and regularly monitor deliverables.

Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.

7. Essential Criteria – Qualifications, Skills, and Experience

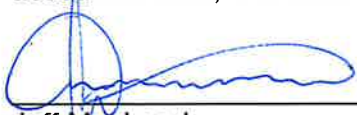
1. Knowledge of records management principles and practices.
2. Familiarity with relevant laws and regulations.
3. Demonstrate a high level of ethics and integrity understanding the importance of data privacy and confidentiality.
4. Knowledge and experience with utilising Office 365 including SharePoint.
5. A current National Criminal History Check

8. Desirable Criteria – Qualifications, Skills, and Experience

1. Previous experience in records management, document control, or information governance.
2. Previous experience in delivering inhouse training.

9. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.



Jeff MacLeod
Acting Chief Executive Officer

27 / 6 / 24.
Date

10. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

Signature

____/____/____
Date