

BARKLY REGIONAL COUNCIL



Records Officer (1400010)

1. Position Objectives

The Records Officer 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 Chief Financial Officer.

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.
- 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.
- Conducting records audits and quality checks.
- Assist with the transfer of records between departments and facilitating access to records when needed.
- Experience in utilising SharePoint and proficient in developing custom functionalities.
- 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 Chief Financial Officer receive and manage all requests under the Freedom of Information (FOI) Act.

Other

- You will be required to perform your duties in Tennant Creek or elsewhere within the Barkly Regional Council authority area as reasonably directed by the Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to

undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

Our Values

Our values inform how we work and are reflected in our employees and services. Our values are founded in the service standards and are lived out through our interactions with each other.

- ✓ We believe that all people in all communities are equal in dignity and have equal rights.
- ✓ Our employees are committed to working with people and communities in a way that values them, that are non-discriminatory, and that promote social justice.
- ✓ We are committed to the common good. Our employees work with people to ensure that they have access to the resources and services they need to effectively participate in the community.
- ✓ Our employees value the contributions of clients and communities and foster local community-driven services.
- ✓ Our Reconciliation Action Plan will be used to create a greater understanding of how we can best deliver services and support to all communities of the Barkly.

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.
- Contribute to the successful implementation and fulfillment of the Regional Plan's objectives.

4. Organisational Relationship

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|--------------------------|--|
| Position Title: | Records Officer (1400010) |
| Reports to: | Chief Financial Officer (1200000) |
| Directorate: | Commercial Services |
| Supervises: | N/A |
| Internal Liaison: | Chief Executive Officer Chief Financial 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

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|------------------------|---|
| Classification: | Level 6 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2023</i> |
| Status: | Full-Time – Permanent (38 hours per week) |
| Annual Salary: | \$74,486.70 per annum (\$2,864.87 gross per fortnight) |
| Allowance: | Tennant Creek Zone Allowance \$1.8900 per hour |
| SCG: | 11.5% |

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. Current National Criminal History Check (withing the last 3 months).

8. Desirable Criteria – Qualifications, Skills, and Experience

1. Previous experience in records management, document control, or information governance.

9. Certification

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



17, 12, 2024
Date

A/
Chris Kelly Brody Moore
Chief Executive Officer

10. Acceptance

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

Signature

____/____/____
Date