



Recruitment Selection Criteria

Records Management Officer

Position Title	Records Management Officer
Section	Digital Technology
Division	Business and Performance
Grade	10

Essential requirements

1. Knowledge of recordkeeping fundamentals, archival management, related legislation and professional standards.
2. Knowledge and understanding of an Electronic Document Management System (EDMS) and experience in working with electronic and paper based records management systems, processes and legislation.
3. Excellent customer service skills and focus and well-developed communication and interpersonal skills.
4. Competent computer literacy including accurate, consistent data entry skills and a working knowledge of Microsoft, internet and email applications.
5. Good time management skills and ability to organise own time to meet operational requirements and follow set procedures.
6. Ability to work unsupervised within a Team Environment
7. Ability to understand new concepts and apply learning to grow current experience
8. Class C drivers licence

Desirable requirements

1. Formal qualifications in records or information management.
2. Experience delivering staff training / coaching

Our Values

Communication | Accountability | Professionalism | Integrity | Teamwork

In your role at Council, you are expected to demonstrate our Values at all times. Your position description details the behaviours expected of you in your role.