



Northern Peninsula Area Regional Council

Employment Opportunity

RECORDS MANAGER

Northern Peninsula Area Regional Council is seeking applications from suitably qualified, motivated, and experienced person for the position of Records Manager.

The position is responsible for the overall TRIM records management system operated by Council through Content Manager application. The position is to ensure effective and compliant records management in line with Council policies and procedures with reference to meeting audit requirements and remain current with statutory and legislative requirements.

About the Role

- Contribute to and manage the operational implementation of the records divisions strategic and operation plan as set out by the Executive Manager Corporate Services.
- Manage day to day requirements of Council Record Unit by providing coaching and mentoring, direction and advice to improve performance.
- Manage Council's records management software, hard copy, filing, and correspondence systems.
- Manage team to ensure incoming and outgoing communication and documentation (Council's records) are recorded and filed appropriately and go to appropriate recipient.
- Manage Security and access to records in hard and soft copy and support and provide employee access to records/documentation.
- Manage the organisation's suite of standard forms and templates, ensuring that formats meet council standards.
- Develop a training to ensure all employees are competent in the TRIM program use.
- Manage user set up and access and undertake basic system maintenance.

- Delegate appropriately within the team to provide administration support to the corporate services division, including day to day operational tasks and self-management projects.
- Preparation and management of tenders (though implementation and review) for all of council's significant purchases.
- Ensure the team within the Records department are adequately resourced to meet target requirements and fulfil all service needs.
- Actively manage the team to provide a positive workplace culture, including setting goals and performance reviews in line with council's performance management program.
- Undertake the archiving regimen and ensure compliance with statutory requirements.

Remuneration:

\$87,214 per annum plus superannuation

Benefits:

- 36.25 hour per week position
- 5 Weeks Annual Leave
- Up to 12 to 15 Days sick leave per annum

Who to Contact:

Kawia Sunai, HR Advisor on 07 40486600 or hrdepartment@nparc.qld.gov.au

How to Apply:

Before applying, please read the [position description](#) to complete the application. Your application should have detailed responses to the questions which relate to the selection criteria within the position description and submit your application to hrdepartment@nparc.qld.gov.au a copy of the following:

1. Cover Letter and Resume
2. The responses to the selection criteria outline below to address in your cover letter are:
 - Proven experience in the areas of records management including the understanding of TRIM-Electronic Document Management System, classification systems and general retention and disposal schedules.
 - Working with knowledge of the Public Records Act 2002, Queensland State Archives Right to Information and other relevant legislation.
 - Demonstrated experience in reviewing and implementing improvements and enhancements to records management (or similar) systems and practices.

- Demonstrated ability to develop, implement and ensure compliance with policies and procedures in relation to records management.
- Demonstrated experience in the administrative, procurement, organisational, processes of local government.
- Demonstrated experience in supervising and training staff to provide a prompt, efficient and personalised services to internal and external stakeholders.
- Well-developed written and verbal communications and negotiation skills.
- Demonstrated ability to use initiative and implement efficient strategies and solutions.
- Hold a current C Class Driver's Licence
- Ability to pass a criminal check

Your candidate suitability is determined by your responses to the selection criteria.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: Thursday, 09 July 2020 at 11.59pm