



NPARC POSITION DESCRIPTION

Position number	2072	Date of last review	June 2020
Position Title	Records Manager		
Classification	Stream A Band 3 Level 1 - \$87,214.38 per annum		
Division	Corporate Services		
Branch	Records Management		
Location	Bamaga		
Employment Type	Permanent Fulltime		
Supervisor	Executive Manager Corporate Services		
Direct reports	Records Officer		

1. ORGANISATIONAL ENVIRONMENT:

Our Mission

To support the provision of high standard local government services and the economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the community.

Our Vision

With Respect and pride we build a future for our children based on unity, equitable self-governance, education, and culture.

NPARC Responsibilities

The Council is charged with the responsibility of ensuring a wide range of local government services are available throughout the communities of the Northern Peninsula Area including housing, kerb-side collection of rubbish and land-fill disposal, potable water supplies and effective wastewater disposal systems.

The NPARC must work closely with the community and funding agencies to ensure the necessary resources are available for these purposes.

2. PRIMARY OBJECTIVES OF THE POSITION:

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.

3. CONDITIONS OF EMPLOYMENT:

The conditions of employment for this position are in accordance with the NPARC Certified Agreement 2019, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements

4. WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:

The employee shall comply, so far as is practicable, with the Workplace Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures

and shall comply with instructions given by his or her Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

5. KEY DUTIES AND RESPONSIBILITIES:

Duties and responsibilities include but are not limited to:

- 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 organization'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.
- Required to perform other duties as required.

6. ORGANISATIONAL AND REPORTING RELATIONSHIPS

- Responsible to Executive Manager Corporate Services

7. EXTENT OF AUTHORITY

- The incumbent will take responsibility for decision making and outcomes, directly related to their primary objectives and key duties
- The position has a supervisory and support role over the Records Officer position.

8. SELECTION CRITERIA

Essential

1. 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.
2. Working with knowledge of the Public Records Act 2002, Queensland State Archives Right to Information and other relevant legislation.
3. Demonstrated experience in reviewing and implementing improvements and enhancements to records management (or similar) systems and practices.
4. Demonstrated ability to develop, implement and ensure compliance with policies and procedures in relation to records management.
5. Demonstrated experience in the administrative, procurement, organisational, processes of local government.
6. Demonstrated experience in supervising and training staff to provide a prompt, efficient and personalised services to internal and external stakeholders.
7. Well-developed written and verbal communications and negotiation skills.
8. Demonstrated ability to use initiative and implement efficient strategies and solutions.
9. Hold a current C Class Motor Vehicle Licence
10. Ability to pass a criminal check

9. KEY PERFORMANCE INDICATORS Management of Council Records

Responsibility	Management of Council Records and management of software and systems
Criteria	Council records management system is efficient, effective and documents easily sourced by all staff
Responsibility	Staff Training
Criteria	Staff are trained to appropriate competencies in recordkeeping and practices and procedures
Responsibility	Council policies and procedure documents
Criteria	Council policies and procedures are monitored for legislative compliance and are up to date. Ensure that all department heads have access to the current policies and procedures.
Responsibility	Right to Information and Document Collection.

Criteria Be familiar with Right to Information (RTI) legislation and liaise with Manager Governance and Risk for RTI requests.

Responsibility Promote teamwork and develop and maintain positive work relationships with all Council employees

Criteria Comply with utilise council's staff enhancement and appraisal tools and programs. Promote active communication and feedback with all council staff.

Responsibility Stakeholder satisfaction/complaints and effective outcomes.

Criteria Ensure delivery of a high standard of communication and service to all internal and external stakeholders, inclusive of employees, constituents, suppliers, contractors, consultants, purchasers and other entities.

10. OTHER INFORMATION

- The Council is an equal opportunity employer.
- The Council operates under a Certified Agreement.
- The Council expects employees to accept minor variations to the work value of their position.
- This position description will be subject to change from time to time as Council's organizational direction is refined and developed to meet ongoing needs. Any such re-organization of duties shall be the subject of discussion with the position incumbents

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
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Exec. Manager Name: _____ Signature: _____ Date: _____
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