

Position Description

Position Title	Assistant Records Officer		
Department	Corporate Services	Position Number	C&S04
Grade	Grade 3	Location	Council Administration Office - Coonamble
Status	Permanent Part Time	Hours	30hrs week / 60hrs per fortnight
Reports To	Records Officer	Industrial Instrument	Local Government (State) Award 2023
Date Revised	28/03/2025	Version Number	1
Direct Responsibilities	Records, Administration, Reception		

Council's Vision

Coonamble Shire is a connected, respectful, and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position requires the delivery of professional and consistent administrative and records management across all departments of Council, including, ensuring that the "loop is closed" and that excellence customer service is achieved whilst complying with relevant management plans and legislative requirements.

Position Benefits

- 8-day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Records and Finance

- Incoming mail is registered, entered into database and distributed correctly and within agreed timeframes.
- Filing and maintenance of Council's centralised filing system.
- Assist with Record Management Systems and monitor compliance across Council.
- Embed a culture of effective record management and ensure that obligations under the Records Management Plan and other appropriate policies and procedures are met.
- Completion of accurate timesheets with job numbers, daily checklists, reconciliations and other work related documentation.
- Maintains records of bookings for rooms, facilities, other services and charges appropriate fees according to Council's Fees and Charges, as required
- Maintenance of registers, databases and other relevant documents.
- Ensure the security and confidentiality of sensitive information.
- Ensuring timely feedback to customers, ensuring that the "loop is closed" and that excellence in customer service is achieved
- Perform administrative duties for internal customers as required
- Continually strive to maintain high levels of customer service both internally and externally through all forms of communication
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.
- Ensuring that accounting transactions and records are in accordance with Council's Policies and procedures.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Completing and adhering to workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of Workplace Health and Safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and hazards in the workplace.
- Participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Key Internal Relationships

Corporate Services Department	Work collaboratively within the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
Council Departments	Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.
Direct Reports	Nil

Position Description

Key External Relationships

External Stakeholders and Committees	Represent Council and provide a high standard of excellence and professionalism to all stakeholders.
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Delegations

- Nil

Position Description

Technical Requirements

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years).
- Certificate II in Business Administration, Record Management or equivalent.
- Sound knowledge of Customer Service and Records preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Class P, P2 or C Drivers Licence (unrestricted).

Desirable Requirements

- Experience with electronic / database records management systems.
- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years).
- Basic knowledge of Customer Service and Records preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Certificate II in Business Administration, Record Management or equivalent.
- Class P, P2 or C Drivers Licence (unrestricted).
- Takes the initiative to progress own and team tasks, contributes to the achievement of team/project goals through consistently delivers high quality work with minimal supervision.
- Pursues own and team goals with drive and commitment and is flexible, showing initiative and responding quickly to change.
- Commitment to safety and consistently act in line with legislation and policy.
- Ability to communicate clearly and effectively, work independently with minimal supervision, and contribute positively within a team environment.
- Ability to handle confidential issues and documents

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	