



INFORMATION FOR APPLICANTS

Information Management Officer

Title	Information Management Officer
Employment Status	Part Time
Department	Community Relations
Application Close	9am Tuesday 2 nd May 2023

WORK HEALTH & SAFETY

The health and safety of its employees, contractors, volunteers and visitors is a priority for Sorell Council. The Council is committed to providing a safe and healthy work environment and to taking all reasonable steps to ensure that all employees and contractors of the Council are safe from injuries and risks to health whilst they are at work. The Council is also committed to ensuring that volunteers and visitors are safe from harm when in Council workplaces.

The Council makes available the appropriate resources to ensure that it complies with relevant work health and safety legislation and that the workplace is a safe and healthy one.

EMPLOYMENT & GENDER EQUITY

Council provides contemporary conditions of employment and maintains a committed and a proactive approach to the following key areas:

Equity and Discrimination

Sorell Council is committed to the principles of equity and equal employment opportunity, to the elimination of inappropriate and unlawful discrimination, all forms of harassment (including sexual harassment) and bullying in the workplace. The Council aims to create and sustain a work environment which supports mutual trust and respect and will take all reasonable steps to ensure that:

- All employees are able to enjoy a workplace that is free from inappropriate and unlawful discrimination, harassment and bullying;
- Principles of equity and equal employment opportunity are reflected in the Council's policies and procedures in respect of employees and employment; and
- There are effective procedures in place for the resolution of the genuine concerns and grievances of employees.

Family-friendly Policies

Sorell Council has in place flexible working arrangements which will assist both male and female employees in meeting their family obligations.

Opportunities for Women

Sorell Council is committed to gender equity and is an equal opportunity employer. Female candidates are encouraged to apply for vacancies with the Council and selection of the successful candidate in any recruitment is based on merit and suitability for the role without regard for gender.

In employment, the Council's policies and actions will reflect the notions of equal opportunity for both genders, including equal pay for the same work.

CONDITIONS OF EMPLOYMENT

EMPLOYMENT AGREEMENT

Employment in this position will be covered by an individual Employment Agreement. Except for any matters specifically covered in the Agreement, the provisions of Sorell Council Enterprise Agreement 2022 apply to the position.

PRE- EMPLOYMENT MEDICAL ASSESSMENT & NATIONAL POLICE CERTIFICATE:

Employment with Council is subject to undertaking a pre-employment medical examination and a National Police Certificate.

An application form for 'Consent to Check and Release a National Police Certificate' can be obtained from the Tasmania Police website: www.police.tas.gov.au/services-online/police-history-record-checks/how-to-complete-an-application/.

SALARY:

The salary range for this position is \$69,830.26 - \$75,687.12 (pro-rata) plus superannuation, the commencing salary to commensurate with the level of experience of the successful applicant.

LEAVE ENTITLEMENTS:

Annual Leave:

For each full year of service, an employee accrues an entitlement of four (4) weeks annual leave for each year of service (pro rata for part time employees).

Long Service Leave:

An Employee will accrue long service leave based on 65 working days of leave for every 10 years of service in accordance with the Long Service Leave Act 1976.

Personal / Carer's Leave:

An employee is entitled to ten (10) days of Personal/Carer's leave for each year of service. An Employee's entitlement to paid personal / carer's leave accrues progressively during a year of service according to the Employee's ordinary hours of work and accumulates from year to year. Personal leave may be used when the employee is:

- Absent due to personal illness or injury; or
- Required to provide care to a member of the employee's immediate family or household who is ill or injured and requires such care.

Annual Leave Loading:

Annual leave loading will be paid on annual leave loading of 17.5% calculated on the Employee's Ordinary Rate. Annual leave loading will be paid on the same date each year as determined by the Council.

HOURS OF WORK:

The spread of ordinary hours under the Enterprise Agreement is from 7:00am to 7:00pm Monday to Friday for indoor employees and 6:00am – 6:00pm for outdoor employees, Monday to Friday inclusive.

SUPERANNUATION:

Sorell Council will make employer superannuation contributions on the employee's behalf at a level of 10.5% during the six (6) month probationary period and, once employment is confirmed, 14.5% of the employee's ordinary time earnings (as per the Australian Taxation Office definition).

Employer contributions may be directed to any other complying superannuation fund of the employee's choice. If no choice is made by the employee the Council will direct the employer contributions to Spirit Superannuation, as the default fund for Council employees.

Employees may make voluntary personal superannuation contributions to their chosen fund, either by salary sacrifice out of pre-tax income, or out of post-tax income.

REMOVAL AND RELOCATION EXPENSES:

When a person residing interstate or beyond daily commuting distance from Hobart is appointed to a permanent position with the Council, the reimbursement of removal expenses relating to the appointee, partner and any dependent children (if applicable) may be paid subject to the conditions as outlined below.

Payment of relocation expenses will be negotiated on a case by case basis, taking into account the level of the position. This will be at the discretion of the General Manager.

Payment of relocation expenses will be on the condition that, should the employee tender their resignation from, or otherwise cease duty at, (with the exception of retrenchment, death or medical reasons) Council within 3 years of commencing employment, the employee is to refund to Council the relocation costs as follows:

Under 1 year of service	Total relocation costs
1 year to 2 years	Two thirds of relocation costs
2 years to 3 years	One third of relocation costs

The General Manager has the discretion to waive this requirement in exceptional circumstances.

TRAINING AND DEVELOPMENT:

It is the Council's desire that every employee be given the opportunity to develop. The Council's commitment to this aim is seen through:

- a) Provision of training for in-house and external training courses.
- b) Study assistance, for employees undertaking relevant qualifications.

EMPLOYEE ASSISTANCE PROGRAM

Independent counselling services are provided if needed by a Council sponsored "Employee Assistance Program", which is also available to immediate family. This confidential service is available 365 days a year.

ADVICE TO APPLICANTS

Thank you for giving consideration to applying for a position with Sorell Council. Please read the following information before applying.

THE SELECTION PROCESS

Sorell Council positions are filled in accordance with suitability for the position, the relative merits of the candidates and relevant legislative requirements. Merit and suitability are assessed through a selection process that comprises the written application, the applicant's performance at interview, any assessment tools that are utilised and referee reports.

YOUR APPLICATION

Job applications need to be clear and concise as this is the first step in demonstrating your relevant knowledge, skills, qualifications and experience. All applications will be considered based on the essential and desirable requirements of the positions (the selection criteria is sometimes referred to as required attributes). The selection panel reviews all written applications and short-listing for the interview is based upon statements addressing the selection criteria. Many applicants do not proceed past this first stage of assessment due to failing to provide sufficient information in their applications.

Your application should provide information that demonstrates the following:

- **Your knowledge and skills against each of the selection criteria citing relevant examples.**
- **Your experience and qualifications and/or ability to develop the skills required.**

THE FORMAT FOR YOUR APPLICATION:

Cover letter

It is recommended that you include a short covering letter that introduces yourself and details the reason that you are applying for the position.

Current resume/curriculum vitae

A resume is a history of your employment and work experience and should cover the following areas:

- Your employment history in reverse chronological order, starting with your current employment.
- Details of the positions that you have held, including employment dates, capacity in which you were employed (e.g.; full-time, part-time, casual), where you were employed and brief outline of the main duties and responsibilities.
- Your educational qualifications. This should include the title of your qualification, the year awarded and the title of the institution attended. Copies of your academic qualification should also be attached.
- Information regarding training courses or developmental programs that you have attended should also be included.

Selection Criteria

A statement addressing the selection criteria must be included with your application. **Please note, applications that do not address the selection criteria will not be considered for interview.**

The selection criteria represent the minimum level of knowledge and skills that individuals will need in order to satisfactorily perform the duties of the position. You must address each criterion in your application citing relevant examples on how you believe you meet or have the potential to meet the requirements. The criteria should also be addressed in terms of the major duties of the position for which you are applying.

Applications are rated against the selection criteria in order to short-list candidates for interview and then to select the most suitable and meritorious applicant from the field of candidates interviewed.

In addressing the selection criteria you should consider the following guidelines:

- Read the selection criteria carefully and identify the major factors in each selection criterion.
- Determine how you meet each criterion.
- When making a statement on how you meet the criteria, cite relevant examples that detail how you were involved in a process, or how you applied a relevant skill or ability. In providing evidence or support your achievements, explain how you were successful.
- Check that you have addressed the major factors.
- It is not sufficient to simply state that you meet the criteria without explaining how.
- The suggested length of response should be approximately half-one page per criteria.
- As a general rule, the more senior the role, the more complex the selection criteria and the more detailed your response should be.

SELECTION CRITERIA

ESSENTIAL

1. Sound experience in a similar Records Management and administration role.
2. Ability to maintain a high level of confidentiality in all working aspects.
3. Sound knowledge of records management standards and legislation relating to the management of local government records and understanding of State Archive requirement.
4. Sound knowledge of Right to Information processes and legislative requirements.
5. Experience delivering records management improvement initiatives.

DESIRABLE

6. Experience working in local government.

ADDITIONAL INFORMATION

- Salary Range: \$69,830.26 - \$75,687.12 (pro-rata)
- Plus 14.5% superannuation upon 6 months' probation completion
- Part Time Employment (0.6) 24 hours per week

Direct enquiries to: Stacey Gadd – Manager Community Relations on 0409 133 958.

HOW TO APPLY

To be considered for interview please email your Cover Letter, Resume and addressed Selection Criteria to recruitment@sorell.tas.gov.au

Applications close: 9am Tuesday 2nd May 2023.

Unfortunately, only successful applicants will be contacted.

Sorell Council

Position Description



Position Title	Information Management Officer
Work Section	Community Relations
Reports to	Manager Community Relations
Classification	Level 5
Employee Status	Part-Time, 24 hours per week
Location	Council Administration Centre

Position Objectives/Purpose

The **Information Management Officer** is responsible for the management of Council's Electronic Document Management System, in accordance with legislative requirements.

Skill Based Classification Descriptors

The position is classified as a Level 5, the following skill descriptors apply to this level.

Authority & Accountability	The exercise of discretion within standard practices and processes and may involve the exercise of high precision occupational skills using various specialised techniques, systems, equipment, methods or processes. Positions provide local decisions, direction, leadership and on-the-job training to supervised employees or groups of employees.
Judgment & Problem Solving	Skills to solve problems which require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. For supervisors, the work processes often requires the quantification of the amount of resources needed to meet those objectives. Assistance may be readily available from other staff in the work area in solving problems.
Specialist Skills & Knowledge	Specialist knowledge in a number of advanced skill areas relating to the more complex elements of post-trades or specialist disciplines either through formal training programs or on-the-job training.
Management Skills	May require skills in co-ordinating a team of employees, to motivate and monitor performance against work outcomes. Positions may lead large groups of employees at the 'work face'.
Interpersonal Skills	Persuasive communication skills are required to participate in specialised discussions to resolve issues, including explaining policy to the public and/or others and reconciling different points of view.
Qualifications & Experience	Positions require thorough working knowledge and experience of all work procedures for the application of technical, trades or administrative skills, based upon suitable certificate or post-certificate level qualifications which may include: (c) Post-trade certificate and/or other post-secondary qualification below diploma or degree; or (d) Extensive knowledge and skill gained through on-the-job training in accordance with the requirements of the work in this level.

Key Responsibilities

Information Management

- Manage the development, implementation and review of Council's information management needs and solutions.
- Administer the electronic document management system and ensure that it is structured to meet legislative obligations for record keeping
- Disposal of records in accordance with legislative requirements and Council policy.
- Provide advice to staff in relation to records and information management activities and enquiries.
- Assist with internal requests to locate and retrieve information.
- Completion of Notice of Acceptances and Notice of Registrations, including property addressing.
- Manage Right to Information requests.
- Develop, organise and deliver training in Council's electronic document management system and processes to internal users on induction, programmed or ad-hoc basis as required
- Ensure the efficient and effective management of all Council records, including but not limited to files, data, maps, photographs etc. to ensure compliance in relation to legislative requirements and Council policy. This will include the development of an electronic history of all files, creating an archive for old files, keeping a data base on file movements within the organisation, creating new files and general filing of all correspondence.
- Regularly audit the electronic document management system and assist staff to comply with legislative requirements and Council policy.
- Assist with promoting best practice in recordkeeping across Council.
- Provide back up for the Corporate Administration Officer in regards to preparation of Council meeting agendas and minutes.

Operational Responsibilities & Participation

- Contribute to the development and monitoring of the Operational Plan and KPI's.
- Monthly activity reporting.

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

Position Dimensions

Key Relationships and Influences

Who	Why
Internal	
Customer Services	Work in partnership with Customer Service to ensure delivery of effective customer service.
All Departments	Works collaboratively with all Departments to ensure delivery of a high quality customer service.
MMT, SMT	
External	
People who live, work, or visit Sorell	This position delivers services that directly benefit our customers via Council's various customer contact channels.
Elected Council Members	This position provides support to Councillors who directly serve the people of Sorell.
TAHO	
Ombudsman	

Resources and Budgets

Direct Reports	0	Financial Delegation & Reporting	Nil
Indirect Reports	0	Statutory Appointments	Nil
Total	0	Delegations	Nil

Organisational Accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.

Work Place Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act;
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers;
- Avoid, eliminate or minimize hazards within your control, and immediately report;
- Attend and actively participate in training programs provided in the interests of Health and Safety;
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework.
- Complete Council's induction requirements

Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

Key Selection Criteria

ESSENTIAL

1. Sound experience in a similar Records Management and administration role.
2. Ability to maintain a high level of confidentiality in all working aspects.
3. Sound knowledge of records management standards and legislation relating to the management of local government records and understanding of State Archive requirement.
4. Sound knowledge of Right to Information processes and legislative requirements.
5. Experience delivering records management improvement initiatives.

DESIRABLE

6. Experience working in local government.

Authorisation			
I hereby agree that this position description accurately reflects the work requirements.			
Manager name			
Manager signature		Date	
Employee name			
Employee signature		Date	
GM Name			
GM Signature		Date	