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DUTY STATEMENT – CASUAL ROLE

Records Project Officer

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| Position Level | Level 5 |
| Faculty/Division | Division of Transformation, Planning & Assurance |
| Original document creation | June 2024 |

Position Summary

A Records Project Officer (Level 5) will work as a member of the B21 Repository Decant project team that has been created to evaluate retention requirements for records, preparing reports based on these evaluations, and coordinating with the project team and key stakeholders to action record disposal or transfer.

This role will:

- Effectively participate in the process of appraisal and subsequent transfer of records held in the University's B21 storage facility.
- Support the activities of the Records Project Supervisor as directed to realise the project's objectives.
- Advise the project team and relevant stakeholders on which records should be subject to immediate disposal to ensure compliance with the above legislation, which require transfer, and maintain accurate reports to document this advice.
- Effectively communicate with key stakeholders, both internal and external to the project, to receive approval to progress the removal of records from the storage facility.
- Collaborate effectively with subject matter experts where necessary, and other related University project teams and business initiatives to ensure the delivery of effective outcomes, including the identification and transfer of State and University archives.
- Display a high level of ability to interpret relevant rules and legislation that determine the minimum retention requirements for records based on the activity they document.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

A person engaged is generally expected to have the following skills and experience:

- Previous experience in interpreting and applying State Records NSW, *Retention and Disposal Authorities* to business records would be highly valued though not essential.
- Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced and the ability to take initiative and work independently when required.
- Demonstrated experience in interpreting and applying complex policies and procedures.
- Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.

Additional Pre-employment checks required for this position

- Nil

About this document

This Duty Statement outlines the job duties, required skills & pre-employment checks required to successfully perform the role.

This document is intended to determine the scope of the position. To change the requirements of a position, contact the HR Business Partnering team.