

**Position Description**

**Position Title:** Records Officer

**Position Classification:** Level 4

**Position Number:** 109435, 307371, 307372, 307373, 322190, 322661

**Office:** Deputy Vice-Chancellor (Research)

**School/Division:** University Library

**Centre/Section:** Records, Archives & Digitisation Services

**Supervisor Title:** Coordinator (Records)

**Supervisor Position Number:** 316711

**Your work area**

The University Library provides information resources, services, systems and spaces to support, stimulate and innovate teaching, learning and research.  The University Library is committed to developing and delivering services to be strategic enablers for the University in meeting its goals; enabling and promoting the creation, storage, transfer and seamless access to information and collaborating closely with the University community to deliver innovative solutions for their research, teaching and learning needs.

The University Library has two sections – Research and Collections and Engagement and Experience. Research and Collections provides a range of library services including the acquisition, management and discovery of digital and physical resources; development and delivery of research publication and data services; records and archive management; digitisation; and other digital initiatives.

Records, Archives & Digitisation Services is part of the Research and Collections section of the Library and provides services including records and archives management and digitisation of cultural collections (through the Digitisation Centre of Western Australia).

**Reporting structure**

Reports to: Coordinator (Records)

**Your role**

As the appointee you will, under general direction, provide expertise in a wide variety of records management and administrative duties to support the University.

**Key responsibilities**

Assist in the development and implementation of records management procedures that support the efficiency of the section, including those relating to security, classification, information retrieval etc.

Respond to enquiries and initiate action or refer as appropriate

Participate in general records management activities within the section including but not restricted to scanning, indexing, audits, disposal, classification, sentencing, filing, file retrieval and returns, quality control and TRIM maintenance.

Other duties as directed **work capabilities (selection criteria)**

**Your specific work capabilities (selection criteria)**

Year 12 or equivalent competency

Considerable relevant experience at an appropriate level

Knowledge of records management policies, theory, and practices

Well-developed written, verbal and interpersonal communication skills

Well-developed organisational skills and demonstrated ability to set priorities and meet deadlines

Proficiency in a range of computing skills and relevant software applications including Microsoft Office products

Ability to work independently, show initiative and work cohesively within a team environment

Demonstrated problem solving skills

Demonstrated accuracy and attention to detail

Ability to work flexibly with a positive approach in a rapidly changing environment

**Special requirements (selection criteria)**

There are no special requirements

**Compliance**

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University’s Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at [https://www.uwa.edu.au/policy/home#Code](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uwa.edu.au%2Fpolicy%2Fhome%23Code&data=04%7C01%7Cjulija.agulaite%40uwa.edu.au%7Cf6cbfd943f2c4f9764a508d94fd92faa%7C05894af0cb2846d8871674cdb46e2226%7C1%7C0%7C637628616485346968%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=XfSPOWFoNFNaMWK8rTuwxOZwQDFv726je1XPrfWSWmE%3D&reserved=0), <http://www.web.uwa.edu.au/inclusion-diversity>.