**Position Title** Information Specialist (Records)

**Classification** Level 6

**School/Division** University Library

**Centre/Section** Records, Archives & Digitisation Services (RADS)

**Supervisor Title** Library Manager (Records, Archives & Digitisation Services)

**Supervisor Position Number** 319705

**Position Number** 322677

## 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**. Records, Archives & Digitisation Services (RADS) forms part of Research and Collections, offering records and archives management as well as digitisation services through the Digitisation Centre of Western Australia. These services support the acquisition, management, and discovery of digital and physical resources, contributing to the University’s broader strategic objectives.

## Reporting structure

Reports to: Library Manager (Records, Archives & Digitisation Services)

Dotted line reports to: University Archivist; Coordinator (Records & Archives)

Dotted line reports: Senior Records Officer; Records Officer

## Your role

Under general direction, you will play a significant role in developing and implementing efficient records management solutions. You will ensure compliance with University information governance policies while leveraging digital tools to enhance records management processes across the University. You will provide specialist support for University records disposal activity and associated reporting initiatives.

## Your key responsibilities

Coordinate and facilitate implementation of the UWA Legacy Records Disposal Action Plan, providing detailed reporting on progress against the action plan.

Provide expert advice and support to RADS staff involved in the appraisal, sentencing and disposal of records as defined by the UWA Legacy Records Disposal Action Plan.

Contribute to the planning, design and delivery of University records management procedures, training programs, and materials, ensuring robust information security, accurate classification, efficient retrieval, and compliant disposal processes.

Collaborate with clients to assist in the development of records management solutions that enhance business processes and ensure legislative compliance.

Respond appropriately to complex and detailed records management inquiries, including TRIM Help Desk support, using sound judgement and initiative,

Participate in a range of records management activities within the section, including scanning, indexing, audits, disposal, classification, sentencing, filing, file retrieval and returns, quality control and TRIM maintenance.

Liaise with relevant Library and University committees, projects, and working groups, contributing to ongoing improvements and strategic initiatives.

Perform other duties as directed.

## Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency.

Substantial experience in records management, particularly in appraisal, disposal, and digitisation.

Comprehensive knowledge of records management and disposal, records digitisation, and electronic document and records management systems.

Knowledge of project management methodologies to deliver continuous service improvements.

Highly developed written and verbal communication skills, with the ability to engage with a wide range of stakeholders.

Highly developed organisational skills, with the demonstrated ability to set priorities and meet deadlines.

Proficiency in a range of relevant software applications including Microsoft Office products.

Ability to work independently, show initiative, problem solve and work productively as part of a team.

## Special requirements (selection criteria)

Able to meet the physical requirements of the position.

## Compliance

Ensure you are aware of and comply with legislation and University policies.

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