



# Employment Application Pack

Position Title:	Records Management Officer
Vacancy Reference Number:	VRN23/24-121
Department:	Executive Services
Location:	Biloela
Employment Status:	Part Time, Maximum Term
Recruitment Commences:	17 April 2024
Recruitment Closes:	1 May 2024

## TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

*Your Cover Letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the Position Description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the Position Description.*

Email: [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)

In person: Banana Shire Council Admin Office, 62 Valentine Plains Road, Biloela

# BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

## APPLICANT DETAILS

<b>POSITION APPLYING FOR:</b> Records Management Officer		<b>VRN</b> 23/24-121
<b>FAMILY NAME:</b>		<b>GIVEN NAME(S):</b>
<b>TITLE:</b> <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____		
<b>MAILING ADDRESS:</b>		<b>MOBILE NO:</b>
<b>POSTCODE:</b>		<b>TELEPHONE NO:</b>
<b>EMAIL ADDRESS:</b>		

## IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?

<input type="checkbox"/> Facebook	<input type="checkbox"/> SEEK	<input type="checkbox"/> LinkedIn
<input type="checkbox"/> Newspapers _____	<input type="checkbox"/> Posters/Mail outs	<input type="checkbox"/> The Australian Local Government Job Directory
<input type="checkbox"/> Banana Shire Council Website	<input type="checkbox"/> On-Line (Please specify website) _____	

## ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Are you an Australian/New Zealand citizen or Permanent Resident? Yes ☐ No ☐

If no, do you have a working visa? (Please specify type) Yes ☐ No ☐

## LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Class of Licence:	<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
<input type="checkbox"/> Open <input type="checkbox"/> Provisional <input type="checkbox"/> Learners							
Licence issued in	<input type="checkbox"/> Queensland	<input type="checkbox"/> Another State/Territory	<input type="checkbox"/> Another Nation				

## PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Please list the **current** Plant Operator Tickets you possess (**Please provide details on a separate sheet if necessary**):

## BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? ☐ Yes ☐ No

## WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? ☐ Yes ☐ No

## QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)

Level of Qualification: ☐ Masters ☐ Post Graduate ☐ Degree ☐ Diploma ☐ Certificate/Trade ☐ School

Course Name:	Year Qualification Obtained:
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Educational establishment where qualification attained: ☐ University ☐ TAFE ☐ Other Training Centre ☐ School

Name of Establishment: \_\_\_\_\_ Country (If outside Australia): \_\_\_\_\_

### REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of to make reasonable adjustments? Yes ☐ No ☐

If yes, please state details:

### WORK RELATED REFEREES

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

### EMPLOYMENT HISTORY (Mandatory)

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;

1. Length of Service
2. Position Title held at time of resignation

### PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

☐ Yes ☐ No

If yes, please indicate persons you have an association with: \_\_\_\_\_

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the Employer's Payroll Department for employment purposes only.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PRIVACY COLLECTION NOTICE:

**The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.**

*Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be retur*



# Records Management Officer

## POSITION DESCRIPTION

### POSITION DETAILS

Position Title:	Records Management Officer		
Classification:	2	Position Status:	Part Time, Maximum Term (14.5 hours/week)
Employment Conditions:	Queensland local Government Industry Award (Stream A) – State 2017 Banana Shire Council Enterprise Agreement 2021		
Department:	Executive Services	Location:	Administration Building, Biloela
Reports to:	Supervisor – Records Management	Number of reports:	-

### ABOUT COUNCIL

#### Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

#### Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

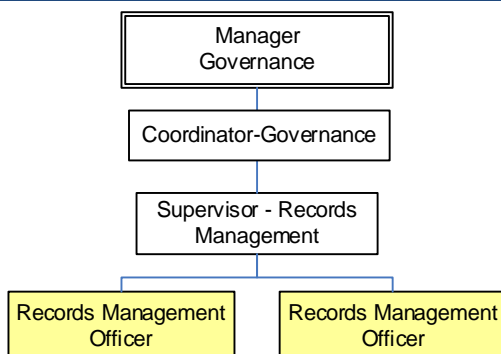
#### Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council’s operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

### GENERAL POSITION INFORMATION

To assist in maintaining, controlling and organising all aspects of Council’s records management systems and functions, including maintaining the integrity and confidentiality of Council records in accordance with legislative requirements.

### ORGANISATIONAL REPORTING ARRANGEMENTS



## DUTIES AND RESPONSIBILITIES

- Collect, open and distribute external and internal mail
- Distribute and register Council's enquiry emails and faxes
- Register documents into Council's Electronic Document and Records Management System (EDRMS)
- Maintain systemic creation and maintenance of files, including archives
- Assist in the archiving of hard copy documents
- Respond to enquiries from internal and external customers promptly and professionally
- Administer Council's EDRMS as required
- Comply with the Public Records Act 2002, Information Privacy Act 2009 and other relevant legislation
- Assist with training internal staff as required
- Assist with the processing of Right to Information applications
- Liaise with industry professionals, workplace representatives and Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities in the performance of duties including providing and obtaining information
- Undertake routine administrative tasks as required by the position eg. timesheets
- Assist senior staff to continuously improve work processes and develop new practices as required
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training

## QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

### Compulsory

- Current class C drivers licence

### Desirable

- Certificate III in Business (Recordkeeping) and/or relevant experience in a records management environment

## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

### Compulsory

- High level attention to detail with proven ability to ensure accuracy in data entry
- Proven ability to maintain confidentiality and privacy of personal information
- Proven ability to work effectively within a team, maintain confidentiality, meet deadlines, establish work priorities and cope with changes to work schedules
- Demonstrated experience performing general administrative duties together with a high standard of keyboard, data input and computer skills
- Knowledge or the ability to rapidly acquire knowledge of, and become proficient in, the use of Councils Electronic Document and Records Management System (MagiQ)
- Sound understanding of and commitment to EEO and WHS principles and practices

### Desirable

- Well-developed oral and written communication skills, together with proven experience in a customer service environment
- Previous experience in Local Government

## CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy
- Human rights legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

## SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a class 'C' manual drivers licence and that the loss of licence may jeopardise employment with Council
- The employee acknowledges that this role has been identified as working in an 'at risk work location' and/or is an 'at risk worker' and subsequently agrees to be protected by the relevant immunisations in accordance with Council's Staff Immunisation Program and will participate in required health monitoring in accordance with the guidelines set out by council and relevant legislation and industry standards.

## ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: