



CITY OF ALBANY POSITION INFORMATION RECORDS OFFICER

POSITION: Records Officer

LOCATION: Corporate and Commercial Services
North Road Administration Building, Albany, WA

DATE: February 2025

Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing and temporary roles. This pool is valid for a period of up to 12 months.

CONDITIONS OF EMPLOYMENT:

Agreement: City of Albany Industrial Agreement 2023

Status: Permanent, Full Time.

Salary: Level 3.1 to 3.4 (\$66,982.74 to \$71,156.27 per annum) dependent on experience.

Ordinary Hours: 152 hours per 4 weekly cycle, to be worked Monday to Friday between the hours of 6.00am and 6.00pm

Variable work arrangements: Variable work arrangements are available in negotiation with team supervisors/managers and in accordance with the organisation's customer service requirements.

Annual Leave: 4 weeks paid annual leave each year (pro rata)
17.5% leave loading

Long Service Leave: Available after 7 years of service in accordance with the Regulations.

Other Leave: The Officer is entitled to:
a) Personal leave;
b) Compassionate leave; and
c) Parental leave

Superannuation: The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992.

Probationary Period: 3 months as per City of Albany Industrial Agreement 2023.

Medical: Appointment is subject to a pre-employment medical declaration
Please note, the City follows all State and Federal Government COVID requirements including, where applicable, mandatory vaccination.

Federal Police Clearance: Appointment is subject to a satisfactory federal police clearance

For further enquiries, please contact Adam Catterall, Manager IT on (08) 6820 3154.



CITY OF ALBANY HOW TO APPLY RECORDS OFFICER

APPLY ON LINE FOR THIS VACANCY AT www.albany.wa.gov.au

YOU DO **NOT** HAVE TO ADDRESS SELECTION CRITERIA FOR THIS POSITION

Within your application, please provide a **covering letter** of no more than two pages and an **up-to-date resume** telling us about your previous experience in similar roles.

Your cover letter should cover the following:

- Sound computer skills with developed knowledge of the Microsoft Office suite (especially Word, Excel and Outlook).
- Knowledge of records management concepts and processes.
- Previous practical experience in an electronic records management environment is desirable.
- Physical fitness – proven ability to work in an environment requiring regular manual handling and potential working at heights.
- Ability, or willingness to develop the ability, to train internal users in an electronic records management environment; and
- Demonstrated ability to work collaboratively within a small team environment.