



**CITY OF ALBANY**  
**POSITION INFORMATION**  
**INFORMATION MANAGEMENT COORDINATOR**

**POSITION:** Information Management Coordinator

**LOCATION:** Corporate and Commercial Services / Information Technology  
North Road Administration Building, 102 North Road, Yakamia WA;  
6330.

**DATE:** November 2024

*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 Employment

**Salary:** Level 6.1 to 6.4 (\$87,465.25 - \$93,043.71 per annum)

**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.

**Medical:** Appointment is subject to a pre-employment medical declaration

**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  
KEY SELECTION CRITERIA  
INFORMATION MANAGEMENT COORDINATOR**

**APPLY ON LINE FOR THIS VACANCY AT [www.albany.wa.gov.au](http://www.albany.wa.gov.au)**

**PLEASE ONLY ADDRESS THE SELECTION CRITERIA BELOW, NOT THE CRITERIA AS LISTED IN THE POSITION DESCRIPTION**

Within your application, please tell us about your previous experience in a similar role addressing the selection criteria below (refer to point 2 under "Completing your Application" on the 'Advice for the Prospective Applicants' page of this information pack.)

**KEY SELECTION CRITERIA**

**Skills**

- Highly developed communications and people management skills, including:
  - Written: policies, guidelines and reports;
  - Interpersonal: consult, partner, negotiate and interact effectively at all levels;
  - People management: lead, motivate, coach and work as an active team participant

**Knowledge**

- Comprehensive administrative knowledge of a relevant electronic records management system.
- Comprehensive knowledge and understanding of the application of standards and legislation relating to local government record keeping including: State Records Act, 2000; Freedom of Information Act or a demonstrated capacity to interpret and apply to processes and operations.

**Experience and Qualifications**

- Minimum Certificate IV in Business (Records and Information Management), or a similar qualification, or equivalent relevant experience.
- Accredited FOI Officer desirable.