



CITY OF ALBANY POSITION INFORMATION INFORMATION MANAGEMENT OFFICER

POSITION: Information Management Officer

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

DATE: April 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 4.1 to 4.4 (\$73,454.91 to \$77,202.66 per annum) dependent on skills, knowledge and 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

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

For further enquiries, please contact Marlee Robson, Information Management Coordinator on (08) 6820 3096.



CITY OF ALBANY HOW TO APPLY INFORMATION MANAGEMENT OFFICER

APPLY ONLINE FOR THIS VACANCY AT www.albany.wa.gov.au

NO SEPARATE SELECTION CRITERIA ARE REQUIRED 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 and demonstrating your suitability for the role based on the following key points.

- Ability to analyse information management practices to identify gaps, inefficiencies, and areas for improvement.
- Organisational and time management skills with the ability to prioritise tasks across various stages of the information lifecycle.
- Demonstrated strong interpersonal skills with excellent written and verbal communication abilities, particularly in delivering effective staff training.
- Developed knowledge of records management concepts and processes.
- Demonstrated experience with training and coaching staff
- Willingness to undertake further training and professional development opportunities in records management qualifications.