



## CITY OF ALBANY POSITION INFORMATION RECORDS OFFICER

**POSITION:** Records Officer

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

**DATE:** April 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

**Salary:** Level 3.1 to 3.4 (\$66,982.74 to \$71,156.27 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 RECORDS OFFICER

APPLY ONLINE FOR THIS VACANCY AT [www.albany.wa.gov.au](http://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.

- 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.