

POSITION DESCRIPTION

Position Title Corporate Information Project Officer	HR3012	Position Level Level 3 / Level 4 City of Bunbury Employees 2024 Enterprise Agreement (Maternity Leave Coverage)	Reports to Senior Corporate Information Officer	Location Administration Building
Role of position <p>To assist the Corporate Information Team with the provision and maintenance of an effective, efficient, and reliable Information Management service to the City of Bunbury.</p> <p>To assist the Senior Corporate Information Officer, deliver Recordkeeping Services and contribute to the development of Information Services.</p> <p>To contribute to the development of high standards for corporate records including document dissemination, tracking and retrieval.</p>				
Accountabilities <ul style="list-style-type: none"> • Demonstrates by actions, the spirit of cooperation and teamwork within the Corporate Information team and the City. • Contribute to the review of Records Management policies and procedures, identifying area's for improvement, as required. • Contribute to the development, implementation, and maintenance of the City's Recordkeeping Plans. • Assist with the administration and maintenance of the City's approved Electronic Document Records Management System. • Promote excellence in customer service, offering advanced technical skills across all information assets and supporting the reactive demands of the Corporate Information Team. • Promote and monitor the training progress of new users, as well as deliver refresher training sessions periodically. • Respond to general enquiries on all aspects of recordkeeping and information management. • Regularly complete Content Manager audits to ensure staff compliance. • Assist with the retention and disposal of all City records in accordance with the City's Recordkeeping Plan and General Disposal Authority. • Contribute to the development and implementation of the City's Privacy and Responsible Information Sharing (PRIS) responsibilities. • Support the City's PRIS Champion (Senior Corporate Information Officer) in the City's PRIS business as usual phase, as required. • Administer the private and personal details of stakeholders across the City Information Assets. • Provide back up support to the Senior Corporate Information Officer. • Other duties as required. 		Internal Relationships <ul style="list-style-type: none"> • All City of Bunbury employees External Relationships <ul style="list-style-type: none"> • Other Local Government Agencies • State Records Office Financial Accountabilities and Delegations <ul style="list-style-type: none"> • Acts within established practices. • Designated employee, with delegated powers and duties in accordance with Local Government Act 1995 and others. Desirable Experience <ul style="list-style-type: none"> • Research skills. • Experience with Electronic Document Records Management Systems, in particular Content Manager (TRIM). • Local Government experience. • Possession of a current C or CA Class Drivers License. • Previous experience in Records office administration. • Developed knowledge of Records Management principles and procedures. • Well-developed knowledge of electronic Records Management practices. Essential Criteria <ul style="list-style-type: none"> • The ability to work autonomously. • Demonstrated organisational and time management skills. • Well-developed verbal and written communication and interpersonal skills. • Well-developed Microsoft Office and personal computer skills. • Demonstrated commitment to confidentiality and sensitivity. • Demonstrated ability to perform as part of a team. • General knowledge of requirements of equal employment Opportunity and Diversity Acts • Demonstrated experience in following established safety protocols 		

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Mission Statement

Welcoming and Full of Opportunities

Values

Employees at the City of Bunbury observe the following Values in their day-to-day activities:

We are Community

- We are **one team**
- We keep each other **safe**
- We display **empathy and respect**
- We have **fun** and **celebrate** our successes
- We work together to **achieve** great outcomes

We are Open

- We are **open** to **opportunities**
- We **actively listen** and think things through
- We are **inclusive** and treat everyone **equally**
- We are **honest** and open in our **communications**
- We are open to feedback to **improve** our performance

We are Brave

- We **lead the change, we own it!**
- We **trust** and **empower** each other
- We have the **difficult conversations early**
- We hold ourselves to the **highest standard**
- We have the **courage** to improve and **simplify**

#WEARECOB

Misconduct

City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.

Employees must:

- Apply accountable and ethical decision-making principles within the work environment.
- Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.
- Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO.

Risk Management

- Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

Work Health and Safety

Managers/Supervisors must:

- Ensure adherence to WHS policies and procedures.
- Consult and cooperate with workers and WHS representatives on WHS issues.
- Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely.
- Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls.
- Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately.
- Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.
- Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures.
- Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained.
- Maintain relevant knowledge of WHS issues.
- Act as a role model by demonstrating safe work behaviours.

Workers must:

- Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation.
- Participate in the development of a healthy and safe workplace.
- Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local policies and procedures.
- Cooperate with management in its fulfilment of its legislative obligations.
- Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.
- Familiarise themselves with the work health and safety policies and procedures
- Not wilfully or recklessly interfere with safety equipment.

Accountable and Ethical Decision Making

- Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Act fairly and justly, abiding by principles of due process and natural justice.
- Be accountable and transparent.
- Do your job effectively and as efficiently as possible.
- Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.
- Declare any potential conflicts of interest.

Name:

Signature:

Date: