

# Position Description

## Position Details

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<b>Position title</b>	<b>Records Officer</b>
<b>Position category</b>	SP5 – 9
<b>Reports to</b>	Corporate Services Team Leader
<b>Group</b>	Corporate Services Group
<b>Staff</b>	Nil
<b>Employment type</b>	Permanent full time
<b>Hours of work</b>	37.5 hours per week
<b>Location</b>	Main Office, 125 Queen Street, Waimate
<b>Date last reviewed</b>	14 September 2020
<b>Minimum review date</b>	14 September 2025

## Purpose

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The Records Officer is responsible for the effective and efficient management of Councils records and information in accordance with professionally accepted standards, statutory and organisational requirements; training and support of Council staff; and identification and implementation of records improvement.

## Council Overview

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### Local Government Purpose

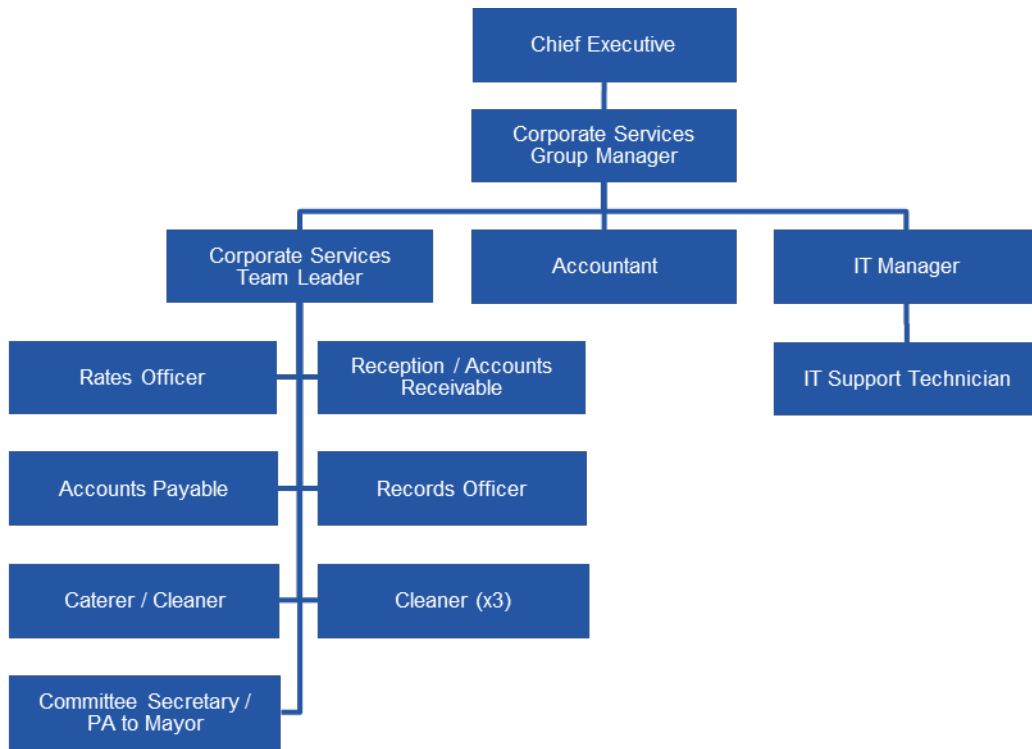
As defined in the Local Government Act 2002:

- 1 To enable democratic local decision-making and action by, and on behalf of, communities; and
- 2 To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

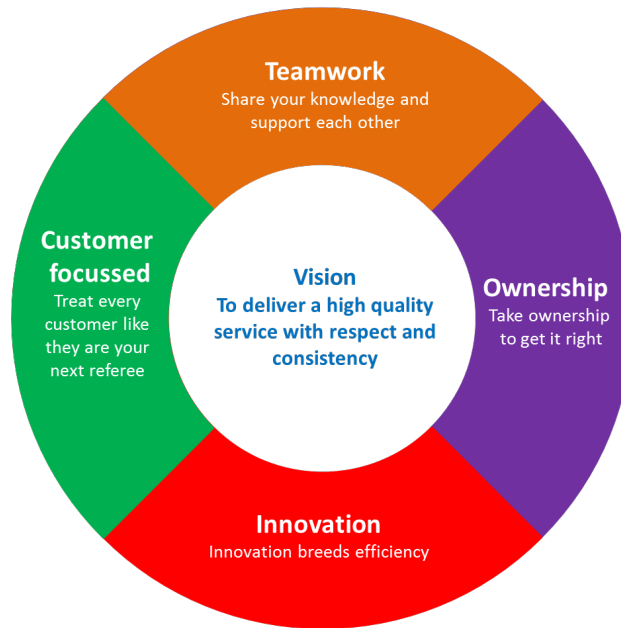
### Waimate District Council's Vision for the District

Leading our communities towards a diverse, thriving and sustainable district.

## Structure



## Staff Vision and Values



## Internal and External Relationships

Internal Relationships	External Relationships
<ul style="list-style-type: none"><li>• Corporate Services Group Manager</li><li>• Corporate Services Team Leader</li><li>• All other WDC staff</li></ul>	<ul style="list-style-type: none"><li>• Members of the Public</li><li>• Archives New Zealand</li><li>• Waimate Historical Society</li></ul>

## Key Responsibilities

- Ensure the effective and efficient use and management of both paper and electronic information across Council.
- Maintain and administer the Electronic Document Management System.
- To train, advise and support Council staff, on the effective and correct use of Councils Electronic Document Management System, records management, policies and procedures.
- Encourage a 'Paperless Strategy' across Council.
- Forward and back scanning of records and associated metadata capturing.
- Understand and abide by the requirements of Local Government Official Information and Meetings Act (LGOIMA), Public Records Act, Archives Act, Privacy Act and any other applicable legislation.
- Ensure Council's records are created and managed appropriately.
- Appropriate identification of records for archiving and historical retention.
- Disposal of records in accordance with procedure and policy.
- Undertake file research as required.
- Identify and implement improvements to work processes (business excellence) and contribute to records management strategies.
- Contribute to Civil Defence recovery operations in document management.
- Ensure that all procedures for your role and within your responsibility are documented and remain current.

## Legislation, Regulations, Standards and Best Practice

- Provide advice on relevant legislation, regulations, standards and best practice, and ensure that legally sound practices are adhered to.

The following responsibilities apply to all staff.

## Health and Safety

The Health and Safety at Work Act 2015 places the onus of responsibility for health and safety on workers as much as the Council. It is imperative all workers actively participate in managing risks and hazards, reporting accidents, incidents and near accidents, and avoiding any action which may cause harm to themselves or others. This includes:

- Working in a safe manner to protect themselves, their fellow workers and all plant, property and equipment.
- Only operating equipment for which they have been trained and/or instructed in and hold appropriate authorisations for, or with specific supervision.
- Adherence to the relevant legislation, regulations, standards, rules, instructions, and best practice.

- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping.
- Wearing appropriate personal protective equipment.
- Ensuring no acts or omissions while at work causes harm to themselves or any other person.
- Being familiar with all emergency equipment in the work area and all work-site emergency procedures.
- Not wilfully interfering with or misusing items or facilities provided in the interest of safety.
- Reporting all workplace illnesses, injuries, near misses and incidents as soon as possible using the reporting form and taking all reasonable action to eliminate their recurrence.
- Reporting any hazardous condition, situation or event.

### **Civil Defence/Emergency Response Duties**

- All Council staff are expected to undertake appropriate training to prepare for a Civil Defence/emergency management event. In the event of an emergency or potential emergency, you must firstly have due regard to the safety of your family. You may be assigned duties to assist Council in managing the event.

## **Variation of Responsibilities**

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The key responsibilities described in this document should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of this position. Key responsibilities may be amended from time to time following consultation with the position holder, Corporate Services Group Manager and Human Resources Manager, and will be reflected in this document. From time to time, you may be required to perform duties outside of your normal responsibilities as needed.

## **Knowledge, Qualifications and Experience**

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### **Essential**

- Previous experience in Records Management or worked in a similar environment (e.g. archives, library)
- Previous experience in Electronic Document Management Systems
- Must be competent in electronic file management and using Microsoft Office applications, with excellent keyboard skills

### **Desirable**

- Previous experience with SharePoint
- Previous Local Government Experience
- Research skills
- Experience in training staff and leading change

## **Expected Behaviours**

<b>Core Behaviours</b>	
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Accepts responsibility for own actions and decisions</li> <li>• Delivers on commitments</li> <li>• Admits mistakes and uses them as learning opportunities</li> </ul>

<b>Core Behaviours</b>	
<b>Adaptability</b>	<ul style="list-style-type: none"> <li>• Willingness to accept changes and can readily reset their objectives, priorities and plans to accommodate new requirements</li> </ul>
<b>Business ethics</b>	<ul style="list-style-type: none"> <li>• Demonstrates integrity, honesty and commitment</li> <li>• Models a high level of professionalism and exercises discretion</li> <li>• Maintains confidentiality</li> <li>• Is prudent in financial dealings</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Communicates messages in a clear, concise and consistent manner</li> <li>• Ability to communicate effectively with a wide variety of people</li> <li>• Uses the most effective method and style of communication for the audience and situation</li> <li>• Utilises effective listening skills and questioning techniques</li> </ul>
<b>Customer service</b>	<ul style="list-style-type: none"> <li>• Recognises the diversity of customers, and adapts approach and style to meet their needs</li> <li>• Consistently demonstrates respect, responsiveness and professionalism while providing superior services for customers</li> <li>• Problems and complaints are acknowledged and attempts made to resolve them in a timely fashion, seeking advice from senior staff where required</li> <li>• Always complies with Council's confidentiality policy when dealing with customer information</li> </ul>
<b>Self management</b>	<ul style="list-style-type: none"> <li>• Proactively plans work and manages competing priorities to ensure deadlines are met</li> <li>• Plans and utilises resources in the most effective and efficient way</li> <li>• Makes appropriate decisions, taking into consideration impacts and risks</li> <li>• Listens to and considers different viewpoints, remaining calm when challenged</li> <li>• Alerts manager when overloaded, stressed or having difficulty with specific tasks or areas of responsibility</li> <li>• Continually looks for opportunities to gain new knowledge and skills</li> </ul>
<b>Team work</b>	<ul style="list-style-type: none"> <li>• Is an active and contributing team player</li> <li>• Values diversity and supports different ways of working</li> <li>• Proactively shares information, ideas and experiences</li> <li>• Empowers others to succeed and to seek excellence</li> <li>• Credits others for their contributions and accomplishments</li> </ul>
<b>Vision and values</b>	<ul style="list-style-type: none"> <li>• Shows commitment to Council's vision and values</li> </ul>

Role Specific Behaviours	
<b>Information technology</b>	<ul style="list-style-type: none"> <li>• Has an appropriate level of skill in computer software relevant to the requirements of the role</li> <li>• Is confident to try new software</li> <li>• Looks for ways to improve efficiency through the use of technology</li> </ul>
<b>Innovation</b>	<ul style="list-style-type: none"> <li>• Continually reflects on how things could be done better</li> <li>• Adopts a positive and flexible attitude to improvement, change and challenges</li> <li>• Manages barriers to innovation and improvement</li> </ul>
<b>Intellectual capability</b>	<ul style="list-style-type: none"> <li>• Shows evidence of analytical thinking</li> <li>• Rapidly and accurately identifies key issues or actions</li> <li>• Goes beyond the information immediately available</li> <li>• Understands the possible ramifications of their work and issues</li> </ul>
<b>Relationship building</b>	<ul style="list-style-type: none"> <li>• Builds and maintains professional and productive relationships</li> <li>• Understands stakeholders' views and why they are held</li> </ul>
<b>Results focus</b>	<ul style="list-style-type: none"> <li>• Consults with and engages with relevant parties to identify solutions</li> <li>• Recognises when others need support to resolve a situation</li> <li>• Considers situations from different perspectives</li> </ul>

## Approval

**Records Officer**

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Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Corporate  
Services Group  
Manager**

Tina Stevenson  
\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Human  
Resources  
Manager**

Fiona Hester-Smith  
\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date