

Position:	Information and Records Officer
Classification:	Band 4
Salary Range:	\$56,500 - \$59,720 (plus superannuation 9.5%) pro rata
Term:	Fixed Term 2 years Part Time (0.5 FTE)
Starting Location:	Foster
Reports to:	Records Information Officer
Position Overview:	The purpose of this position is to carry out record and document management duties, supporting the Electronic Document Records Management System (EDRMS) ensuring an effective and efficient records management service to South Gippsland water.
Organisational Overview:	<p>As a public sector entity, South Gippsland Water (SGW) is a Victorian Water Corporation responsible for water and wastewater service provision for over 30,000 customers located in 22 towns across a service delivery area of more than 4,000 square kilometres. We manage, maintain and operate 10 water and 11 wastewater systems.</p> <p>Our Purpose We provide sustainable water services that are essential to the prosperity and wellbeing of our communities and natural environments.</p> <p>Our Vision 2023 Our customers value the services and outstanding customer experiences proudly delivered by our capable and committed teams</p> <p><i>South Gippsland Water is an equal opportunity employer and is committed to promoting a diverse, inclusive and flexible work environment.</i></p>
Key Responsibilities	<p>As a member of the Information, Communications and Technology team, this position is primarily responsible for daily functions of information management including:</p> <ul style="list-style-type: none"> • Assisting with classification, scanning and registration of documents and mailroom activities; • Assisting with general system administration duties of the EDRM; • Assisting with the archiving, sentencing, disposal, preservation and storage of records; • Responding to staff enquiries and information requests; • Providing user support and training; • Ensure all work is performed safely and in accordance with relevant legislation, regulations, standards, corporation policy and procedures; • At all times adhere to the Victorian Public Sector Commission’s (VPSC) Code of Conduct.

Qualifications The ideal candidate should have:

- Certificate level qualifications in Information/Records Management or another related discipline, or significant equivalent experience

Pre-requisites Satisfactory National Police Check and a willingness to renew every three years or prior to expiry. If having resided outside Australia in the past ten years for one year or more, an international police check will be required.

Key Selection Criteria Along with the required qualifications, the ideal candidate must be able to demonstrate the following personal attributes and subject matter expertise:

1. Commitment to providing quality customer service and quality service outcomes
2. Excellent time management skills and high level communication skills;
3. Demonstrated ability to contribute to a team environment with the ability to prioritise workloads and work under minimal supervision.
4. Knowledge of records and information management practices and procedures
5. Knowledge in the use and administration of an EDRMS
6. Understanding of the Public Records Act 1973 (Vic) and other legislation and standards that govern the management of information

I have read and understand the contents and obligations of this position description. I understand that I have an obligation to comply with all Corporation policies and procedures. I also understand I have an obligation to behave consistent with the VPS Code of Conduct and model the *SGW Behaviours for Growth*.

Employee Name: _____

Employee Signature: _____

Date: _____

General Manager Signature: _____

Date: _____