



Town of Gawler	 
POSITION DESCRIPTION	

Job Title	Administration Traineeship (Records Management)		
Department	Finance & Corporate Services		
Team	Records		
Classification Award/Stream/Level	SAMSOA/Traineeship, Wage Level A		
Nature of Engagement	Contract (24 months)	Date Last Reviewed	November 2018
Full Time Equivalency	1	Appointed date	

1. Position Objective

This position is responsible for providing quality internal administrative support relating to Council's Records Management processes and providing assistance with the administration of the Council's corporate website.

2. Reporting and Accountability

You will report to the Team Leader Information Communication Technology.

- This position is accountable for efficient and effective administrative support to the Records Management Team and other Council Sections as required.
- This position is accountable for the delivery of all matters listed under key responsibilities together with specific objectives as set out in an agreed annual performance plan.

3. Corporate Responsibilities

Our People Our Culture

The Town of Gawler is committed to developing a strong organisational culture through constructive leadership, management and teamwork. The behaviours of a constructive organisational culture are organised into four main constructive styles ***Achievement, Affiliative, Humanistic-Encouraging*** and ***Self-Actualising***. It is an expectation that Employees will participate in building a strong constructive culture in cooperation with each other.

Our Corporate Values

Teamwork	<i>Respectful and collaborative to all, listening, engaging and responding</i>
Integrity	<i>Responsible and accountable for our actions</i>
Inclusion	<i>Foster positive relationships within the organisation and greater community</i>
Creativity	<i>Encourage, source and deliver creative outcomes</i>
Happiness	<i>Promote a caring and optimistic environment where staff are happy to work</i>

Employees of the Town of Gawler are required to demonstrate Council's Corporate Values and to positively contribute to developing and maintaining a high performance team focussed on outcomes, continuous improvement and customer service (both internal and external) through:

- identifying customer needs and expectations and responding in a polite, respectful and courteous manner
- identifying and embracing new ways of doing things and in consultation with the Team Leader implementing continuous improvement strategies
- constructively contributing to problem solving and decision making
- clearly understanding your role, responsibility and accountability levels and contribution to the team
- acknowledging other team members achievements
- participating in Council's performance review process and training and development opportunities

<ul style="list-style-type: none"> ➤ maintaining confidentiality regarding issues relating to the organisation, customers and colleagues ➤ supporting and facilitating a professional image of the Town of Gawler.
Work Health Safety
As a member of the Town of Gawler's team, you have the responsibility to take reasonable care to protect your health and safety, and the health and safety of others within your work environment (including your colleagues and, where appropriate, members of the public) whilst you are at work and/or working. More specifically, you are required to comply with your obligations under the <i>Work Health and Safety Act 2012</i> (SA) and Council's Policies and Processes in relation to Work Health, Safety, Injury Management and Rehabilitation.
Records Management
Ensure compliance and adequately manage corporate records created and received according to relevant Policies, Processes and legislation.
Policies and Compliance
Maintain awareness and compliance with all Council and Administrative Policies, Processes and Codes. Where applicable, ensure all work is undertaken within properly delegated authority, and is compliant with relevant legislation.

4. Role Responsibilities

Development Services	
Key Objective/Task	Key Performance Indicator
Assist Records Officers with the delivery of an efficient and effective computerised records management system and processes, including providing assistance with the following: <ol style="list-style-type: none"> 1. Processing of incoming hardcopy and electronic mail, and scanning and registering same into Council's Electronic Document & Records Management System (EDRMS); 2. Processing of outgoing mail on a daily basis; 3. Monitoring and recording of physical file movements; 4. Assist users to search and retrieve information within the EDRMS; 5. Provide organisational-wide assistance in the scanning and registering of Council's hard-copy records into the EDRMS; 6. Provide assistance updating the Council's corporate website; 7. Assistance with other relevant projects as required. 	<p>Accurate and timely registering of records into the EDRMS;</p> <p>Outgoing mail recorded for distribution by 3pm daily;</p> <p>Quality internal support provided to EDRMS users;</p> <p>Adherence to corporate Records Management policies and procedures.</p>

5. Qualifications/Experience (SELECTION CRITERIA)

In undertaking the duties of your position with the Council, you acknowledge that, at a minimum, you meet all essential attributes listed below.

Essential Criteria	Desired Attributes
Qualifications	
<ul style="list-style-type: none"> • South Australian Certificate of Education (SACE) or equivalent • A willingness to undertake and successfully complete Certificate III in Business Administration (TAFESA) – 1 day per week – paid leave and course cost covered by the Council 	
Knowledge and Experience	
<ul style="list-style-type: none"> • Knowledge of Microsoft Windows based databases and applications for the production of a wide range of documents, particularly MS Excel and Word • Specific on-the-job training will be provided to the successful candidate 	

Personal Skills

- Effective oral and written communication skills, including the ability to gain cooperation and assistance from other employees.
- Demonstrated interpersonal skills in presenting an enthusiastic, courteous and approachable manner to staff/customers at all times.
- Sound time management skills
- Ability to work in a team and also independently.

6. Variation and Review

The Council will review your Position Description as required for business or operational reasons.

The Council may vary your Position Description following consultation with you. If your Position Description is varied, you and the Council will sign the amended Position Description to acknowledge its variation.

ACKNOWLEDGEMENT OF INCUMBENT

I,			
have read the Position Description and acknowledge, understand and accept the requirements and responsibilities of the position.			
Employees Signature	(Print name)	(Signature)	(Date)
Supervisors Signature	(Print name)	(Signature)	(Date)