

# KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



1. POSITION INFORMATION			
POSITION TITLE:	Records and Information Officer	REPORTS TO:	Manager Corporate Administration
POSITION LEVEL:	Level 5	FINANCIAL DELEGATION	\$2,000.00
DEPARTMENT:	Corporate Administration	BUSINESS UNIT:	Corporate Administration
REVIEWED BY:	People and Culture	REVIEW DATE:	May 2027
APPROVAL DATE:	May 2024	APPROVEDBY:	CEO
2. POSITION CONTEXT			
<p>The Records and Information Officer reports to the Manager Corporate Administration and is responsible for developing, implementing, and maintaining efficient records management systems and processes for Council. This position involves overseeing electronic document management, ensuring compliance with legislative and ethical standards, managing leases and licenses, and providing assistance with Freedom of Information (FOI) requests.</p>			
3. POSITION'S KEY RESPONSIBILITIES			
<ul style="list-style-type: none"> <li>• Develop and enforce policies, standards, and procedures to enhance records management practices to align with best practice.</li> <li>• Develop and implement a comprehensive record management system to oversee the creation, storage, maintenance, and disposal of records.</li> <li>• Administer incoming and outgoing Council Correspondence, maintaining accurate registers.</li> <li>• Create, implement, and oversee file plan documentation, business classification schemes, and metadata for effective record management and disposal.</li> <li>• Ensure efficient archiving of records, including physical and digital formats, with proper classification, labelling, and storage.</li> <li>• Regularly audit and evaluate records to ensure quality and validity, promptly addressing any issues.</li> <li>• Implement security measures to safeguard records from unauthorised access and ensure compliance with data privacy laws.</li> <li>• Monitor and report compliance with legislative and regulatory requirements, adhering to Northern Territory archives policies and procedures.</li> <li>• Provide training and education to employees to ensure understanding of their responsibilities in records management. Collaborate with other departments to ensure a coordinated approach to records management across the Council.</li> <li>• Review and process Freedom of Information requests in accordance with Council policies and relevant legislation, providing guidance and assistance as needed.</li> <li>• Administer Council's leases and license applications, including correspondence, community consultations, and negotiation processes.</li> <li>• Monitor current leases and licenses, ensuring compliance with documentation and policy, and managing rent reviews and critical dates.</li> <li>• Coordinate with Finance Department on invoicing and debtor management, as well as managing tenant improvement requests and liquor license applications.</li> <li>• Conduct property inspections to ensure lease compliance and facilitate maintenance requests from lessees.</li> </ul>			

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- Work effectively in a team environment creating a great place to work and performance culture through leading by example; whilst providing high level advice and guidance to staff members
- Other duties, at level, as reasonably requested through the duration of employment.

#### 4. ORGANISATIONAL RESPONSIBILITIES

1. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities associated with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.
2. Assist in the implementation of the Katherine Town Council's Local Counter Disaster Sub-Plan in the event of a disaster;
3. Ensure incumbent is dedicated to servicing our community and will listen to and proactively respond to their needs;
4. Foster sustainable, honest relationships with the community and stakeholders
5. Perform and deliver results that align with organisations strategic direction and serve our community;
6. Work in accordance with Council's Vision and Mission statement.
7. Provide excellent customer service through incoming telephone calls, email and front counter enquiries

#### 5. SELECTION CRITERIA

Essential	<ul style="list-style-type: none"> <li>• Qualifications in records management and/or a minimum of 2 years experience in a similar role.</li> <li>• Current NT Drivers Licence;</li> <li>• Excellent written and verbal communication skills with the demonstrated ability to influence change in organisational practices;</li> <li>• Demonstrated ability to understand legislations, statutory obligations and Council policies in order to make informed decisions;</li> <li>• Ability to develop policy documents, procedures and training materials, demonstrated ability to train and mentor staff in systems and/or procedures.</li> <li>• Experience in administering records management systems and Microsoft Office products and packages;</li> <li>• High Level customer service experience;</li> <li>• Experience in positively contribute to a team environment;</li> <li>• Demonstrated experience and ability to deliver good outcomes;</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Experience in Local Government</li> <li>• Qualifications at diploma level or higher in information management or other relevant area.</li> </ul>

#### 6. ACKNOWLEDGMENTS

Employee:		Date:
Manager/HR:		Date: