

POSITION DESCRIPTION



POSITION TITLE:	Records Assistant
DEPARTMENT:	Corporate Services
POSITION HOLDER:	Vacant
REPORTS TO:	Records Officer
TERM OF EMPLOYMENT:	Permanent / Full time
APPROVED BY:	Director Corporate Services
DATE:	February 2026
CLASSIFICATION:	Band 4

POSITION OBJECTIVE:

- To provide general administrative assistance and support to the Records team in the daily operations of Council's Records Management.
- To provide efficient and effective administration of Council's Records to other departments.

KEY RESPONSIBILITIES AND DUTIES:

- Provide assistance to Records Officers' in filing tasks and ensuring physical filing systems are secure, orderly and well maintained.
- Provide assistance to Records Officers' in registration and filing of hard copy records.
- Provide assistance in the effective and efficient receipt, registration and distribution of the daily mail to appropriate Council Officers across the organisation.
- Search for and retrieve active and non-active records.

ORGANISATIONAL ENVIRONMENT:

Reports to: Records Officer

Directly Supervises: NIL

Internal Liaisons: Buloke Shire Council Staff

External Liaisons: Members of the community

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Provide information to clients and/or information and support to more senior staff.
- Freedom to act is limited by standards and procedures encompassed by the nature of the work assigned to the position from time to time.
- Ability to plan own work at least one week in advance

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JUDGEMENT AND DECISION MAKING:

- The objectives of work are well defined and the particular method, process or equipment to be used must be selected from a range of available alternatives.
- Guidance and advice is always available within the time available to make a choice.

SPECIALIST SKILLS AND KNOWLEDGE:

- A good understanding of the relevant technology, procedures and process used within the Records team.
- An understanding of the function of the Record team within organisation context
- Proficiency in the application of standardised procedures, practices, Acts and regulations and an understand of relevant precedents.
- Knowledge and proficiency in the use of general office equipment.
- Considerable skills and experience in the use of MS Office suite, including Word, Outlook and Excel.
- Demonstrated proficiency in typing, filing, general administrative task and provision of administrative support.

MANAGEMENT SKILLS:

- Skills in managing time, planning and organising work.
- Basic knowledge of personnel practices.

INTERPERSONAL SKILLS:

- The ability to gain cooperation and assistance from clients and other staff in the administration of the Records Unit.
- Written communication skills to enable the preparation of routine correspondence and reports.

QUALIFICATIONS AND EXPERIENCE:

- Demonstrated experience in Office Administration.
- Proven experience and proficient in the use of MS Office suite, including Word, Outlook and Excel.
- Experience in Local Government is preferred, but not essential.

ORGANISATIONAL RESPONSIBILITIES:

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

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CHILD SAFE STANDARDS:

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

VARIATIONS TO CONDITIONS OF EMPLOYMENT:

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

ANNUAL PERFORMANCE REVIEW:

Every staff member is required to actively participate in the annual performance review/appraisal process with their supervisor.

KEY SELECTION CRITERIA:

- Demonstrated experience in Office Administration.
- Intermediate to advanced level of word processing and good working knowledge of other Microsoft Office applications.
- Demonstrated ability to plan, coordinate and manage time, setting priorities in work to achieve objectives in the most efficient way possible.
- Demonstrated ability to work effectively in a team environment and positively contribute to a team.
- Excellent oral and written communication skills for dealing with staff enquiries.
- Experience and practical knowledge in Local Government is preferred, but not essential.

VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

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Anthony Smith
Acting Manager Governance

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Date

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Stanna Tan
Records Officer

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Date

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Vacant
Records Assistant

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Date