



Southern Grampians
SHIRE COUNCIL

Private and Confidential

Candidate Briefing Notes for the Position of
Systems Administrator - Records

About the Southern Grampians Shire Council

Southern Grampians Shire Council, located in South West Victoria has a landscape dominated by the spectacular Grampians mountain range, ancient volcanoes, tranquil rivers and waterfalls and undulating pastoral land dotted with majestic red gums, the Southern Grampians spans the heart of Victoria's renowned 'Western District' with the Shire located 290 kilometres west of Melbourne and 500 kilometres south east of Adelaide.

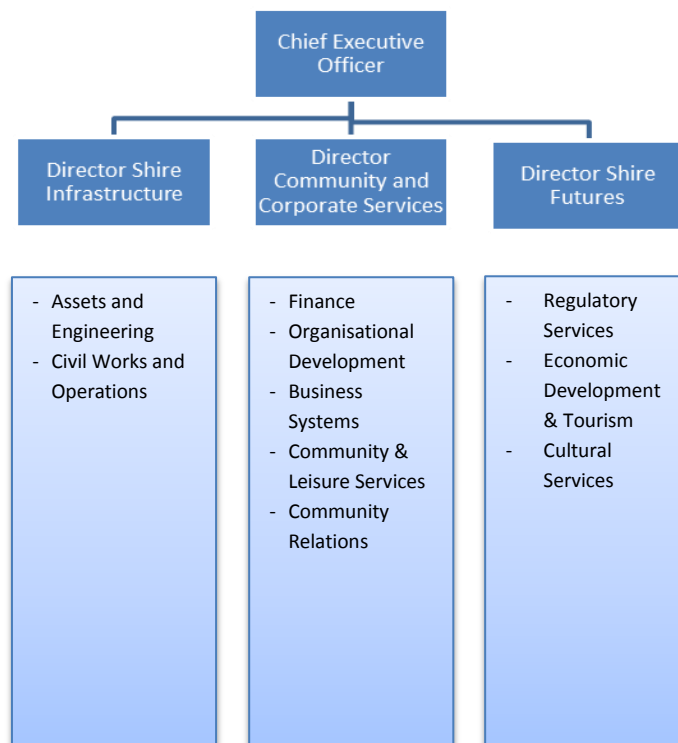
Southern Grampians with an area of 6,652 square kilometres with a population of over 17,000 residents, is a progressive and vibrant community with outstanding recreation facilities, highly regarded schools, excellent medical facilities and a safe family friendly environment. The Council as an organization promotes leadership, innovation and working together and is committed to delivering quality services.

Hamilton which is the main retail and service centre is approximately one hours drive from the coastal areas of Port Fairy, Warrnambool and Portland and is supported by the smaller towns of Balmoral, Branxholme, Byaduk, Cavendish, Coleraine, Dunkeld, Glenthompson, Penshurst and Tarrington. Seven elected members, including the Mayor represent the community of Southern Grampians. For further information visit www.visitgreaterhamilton.com.au
Bus and Rail services are available to Melbourne, via Ararat and Warrnambool.

Organisational Structure

Southern Grampians Shire Council is committed to a culture of strong, positive leadership, respect & integrity and aims to attract and retain skilled, loyal and dedicated people by offering work-based training opportunities, flexible working arrangements and providing a great work / life balance.

Council's workforce is organized into three directorates and the office of the Chief Executive Officer with more than 400 staff covering all types of professions – from lifeguards to community support workers, grader operators to customer service officers and librarians to building inspectors. Council's main offices are located in Hamilton and numerous other worksites are spread across the Shire, including Depots, Swimming pools and the Hamilton Art Gallery.



INSTRUCTIONS FOR APPLICANTS

Southern Grampians Shire Council offer jobs to people on the basis of competencies and experience. The applicant considered to be the best fit for doing the job is selected. To decide this we look at your qualifications, experience, skills, work practice, personal qualities, attitude and organisational fit. Choosing the best person for the job is part of our policy of Equal Employment opportunity. The Position Description (PD) provides the **selection criteria**. You need to show how you meet the selection criteria otherwise your application will not be considered any further.

COMPLETING YOUR APPLICATION

- Follow instructions in the Candidate Briefing Pack.
- Provide a covering or application letter.
- Write a statement about how you meet each **Selection Criteria** (essential & desirable) for the position. If this is not completed you will not advance any further in the selection process.
- Include a current **Resume**. This should include employment history, including voluntary work, you have done in the past, what organisations you have worked for, the period of employment, the kind of work you did, relevant to the job description.
- Provide the names and phone numbers of **Three Referees** (at least one referee should be current supervisor, if possible). Also add the nature of your relationship i.e. supervisory.
- Ensure you submit your application by the closing date. Applications received after the closing time and date will not be accepted.

ADDRESSING THE SELECTION CRITERIA

To address the above, you need to demonstrate how you possess each competency by relating it to your experience, skills, knowledge and personal qualities. Use examples, if appropriate, and include any formal qualifications and industry experience.

SUBMITTING YOUR APPLICATION

Your application can be submitted via email to jobs@sthgrampians.vic.gov.au

or via post to:

Manager Organisational Development
'Private and Confidential'
Locked Bag 685
Hamilton 3300

Applications must be addressed to the above email address applications sent directly to staff will not be accepted. Applications must be received by the closing time and date, or they will not be accepted.

Applications submitted via email will receive an electronic acknowledgement, however applications submitted via post will not receive a receipt of acknowledgement.

Please also note that due to a number of factors, our shortlisting process may take up to four weeks thus it may be four weeks before we make contact with you.

ATTENDING AN INTERVIEW

If you are selected for an interview, you will be contacted by phone or email and told when and where the interview will be. Prior to the interview you will be required to complete the following forms:

- A Consent to an employment screening check and
- A Relevant Factual information - Applicant Declaration.

In addition to the interview, you may be asked to demonstrate your skills, knowledge and experience through alternative selection techniques, such as demonstration, presentation or an alternative option.

Council reserves the right to hold a second interview with the preferred candidates.

AFTER INTERVIEW

If you are selected to move to the second stage of the interview process, you will be requested to complete

- A Medical Declaration, and
- A Criminal History Record Check Consent Form.

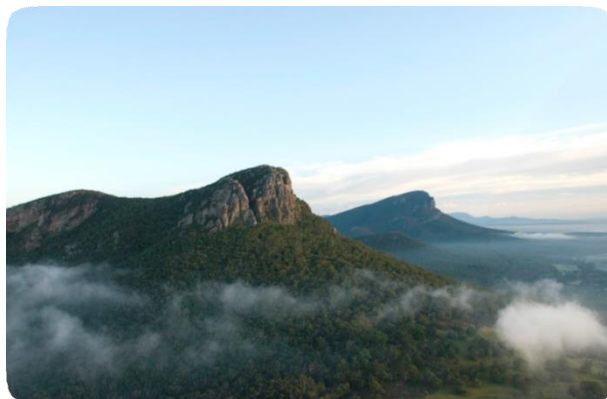
You will also be asked to provide 100 points in Identification check.

You may be asked to undertake a full medical including a drug test and you may also be required to complete a psychological test.

ALL INFORMATION PROVIDED WILL BE STRICTLY CONFIDENTIAL.

You should note the following:

- Any false or misleading information when completing your application pack may result in not being selected for employment, or, if already employed, dismissal.
- Where a criminal record check proves positive, i.e. where the search of criminal records reveals a conviction, the information will be treated confidentially. A positive result from a criminal record check will not necessarily preclude a person from being employed. Each particular case will be determined on its merits and relevance to the position applied for. Disclosure of any pending charges is also mandatory.
- Where an applicant refuses to provide sufficient detail for a criminal record check, the applicant will not be considered for employment.



CONFIDENTIALITY AND DECLARATION OF INTEREST FORM

CONFIDENTIALITY *(Each panel member to sign this section.)*

Panel members are reminded of their obligation to treat both the selection process and the information contained in the relevant files with the utmost regard for confidentiality. It is only the panel convenor who is authorised to provide feedback to applicants unless another panel member is specially authorised to do so by the panel convenor. Disciplinary action may be taken in the case of any breach of confidentiality.

As a member of the selection panel for

_____,
(name of position)

I understand and agree to abide by the confidentiality requirements of this selection process.

Name: _____ Signature: _____ Date: _____
(please print)

DECLARATION OF INTEREST *(to be completed if applicable)*

Panel members are also reminded that the Recruitment, Selection and Appointment Standard requires selection methods and their application to be free from bias, patronage and nepotism.

Each panel member is required to declare if he or she has any family, marital or personal relationship with any of the applicants in this selection process that may compromise the panel member's ability to undertake this role.

<p>DECLARATION</p> <p>Name of Panel Member: _____ (please print name)</p> <p>Nature of Declared Interest: _____ _____ _____ _____</p> <p>Signature: _____ Date: _____</p> <p>The above matter has been discussed with me (_____) as panel convenor and the following determination made: _____ _____ _____ _____</p>

Position Details:

Employee:

Classification: Band 6

Position Number: CD21

Business Unit: Business Systems

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Position Summary:

The role of System Administrator - Records is focused on leading, planning and managing SGSC's records management program for both core business and administrative records, regardless of medium or format.

Organisational Relationships

Reports to: Manager Business Systems

Supervises: NIL

Internal Liaisons: Business Systems staff

All Council staff

External Liaisons: Consultants and Suppliers

Public Records Office

Local Government professional bodies

User groups

Other similar 'like' council IT staff members

Organisational Objectives

Confidentiality: All Council employees are bound by the Privacy Act and must abide by the confidentiality requirements.

OH&S: While at work, you must take reasonable care for your own health and safety, and the health and safety of persons who may be affected by your acts or omissions at a workplace, cooperate with your employer to comply with a requirement imposed by or under the Act or the regulations and comply with all relevant safe work procedures.

While at work, you must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.

Employee Conduct: As a public sector organisation, it is an expectation that every employee has a strong customer service and community development approach to the delivery of their duties, in line- with the organisations values and Employee Code of Conduct

An employee of the Southern Grampians Shire Council may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

Key Objectives and Outcomes

The System Administrator - Records is responsible for an efficient and effective record management system that provides for the storage, archival and destruction of Council records in accordance with relevant legislation and regulations. Also serves as SGSC's expert on council wide electronic and non-electronic records management issues.

Key Responsibilities

The main function of this role is to ensure the Council meets its statutory obligations in relation to records management, ensuring all staff understand and comply with both Councils policies and statutory requirements.

Major responsibilities include:

- Maintain and secure, effective and efficient records management system
- Promote Council's electronic records management system across the Organisation, assisting and training staff to understand their responsibilities in relation to principles, policies and procedures to promote accurate record keeping practices to properly categories, store, modify and dispose of their records.
- Coordinate and maintain an archival and disposal program for past and present records in accordance with the Public Records Act, Council policies and procedures.
- Understand and promote the requirements of relevant legislation in regards to records management, such as Privacy Act, Freedom of Information Act, Evidence Act, etc
- Assist in the continual development and review of Council's records management system, policies and procedures
- Keep abreast of current legislative and technology changes affecting records management
- Co-ordinate the records management efforts of staff to ensure consistency with corporate standards and relevant legislation
- The identification of critical records and appropriate disaster recovery methods for these critical records. Responsible for communicating and educating employees about disaster protection and recovery for records.
- Works proactively to ensure that records are managed to ensure Council accountability, protect the interests of the public, and mitigate records-related litigation risks.
- Provide advice to SGSC staff in regards to processing of inwards mail, archiving and retrieving hard copy records
- Monitor and report on SGSC's records management activities
- Responsible for the Council's archive facility to ensure archived records are stored orderly, securely and destroyed as per retention schedules

Other responsibilities include:

- Assisting other Business System team members in day to day or project related tasks as directed by Manager Business Systems
- Act as a role model and embody the organisation's values in all day-to-day activity.
- Provide leadership in the area of Occupational Health & Safety (OH&S) by promoting and implementing work safe principles across all areas of responsibility and take reasonable care for own health and safety and the health and safety of other people who may be affected by your conduct in the workplace.

Key Selection Criteria

The candidate/employee will possess the following competencies:

Functional Competencies

- Proven experience in the area of records management including the understanding of an Electronic Document Management System (preferably TRIM), classification systems and general retention and disposal schedules.
- Working knowledge of the Public Records Act, Evidence Act, FOI, and Privacy legislations, other relevant legislation, standards and statutory processes.
- Demonstrated experience in reviewing and implementing improvements and enhancements to records management (or similar) systems and practices.
- Demonstrated ability to train and engage staff in the understanding of their recordkeeping responsibilities
- Demonstrated ability to develop, implement, and ensure compliance with, policies and procedures in relation to records management.
- Demonstrated high degree of trustworthiness to ensure the protection of information.

Personal Competencies (behaviours)

- Strong analytical and problem resolution skills
- Excellent communication and people management skills: verbal, written, presentation and report writing
- Ability to work autonomously and in a team environment
- Strong results orientated focus
- Shows Initiative to discover and recommend improvement initiatives
- Attention to detail
- A bright and enthusiastic personality
- Works well under pressure
- Strong customer focus and a commitment to deliver superior customer service
- Strong emphasis on quality of work output
- "Can Do" attitude

Qualification/Experience

- Completed a tertiary level qualification in Records management, information management or related discipline.
- Knowledge and experience in working in a regulatory or records management environment.
- Ability to interoperate legislation and policy documents
- Experience or knowledge of the IT Infrastructure Library (ITIL) process methodologies.
- A current driver's license

RESPONSIBILITIES AND ACCOUNTABILITIES

Accountability and extent of authority

- Maintain and enhance an efficient records management system (includes both Electronic and physical)
- Maintain and enhance Council's Business Classification Scheme
- Day to day management of Council's Archive Centre
- Ensure compliance with both SGSC's Records Management Policy and the appropriate legislation as it evolves, by staff across the organisation.
- Keep up to date with any changes to legislation, apply the legislation to SGSC, interpret and update the policy and apply it to records management processes in the organisation.
- Provide advice to the SGSC staff on records including, but not limited to, the correct treatment of the daily inwards mail and the requirements of retention schedules.
- Provide training to both current and new SGSC staff in records management responsibilities
- Coordinate and maintain an archival and disposal program for past and present records in accordance with the Public Records Act, Council policies and procedures.
- Keep up to date with developments in process improvement and initiatives in similar agencies including best practice;
- Escalate Records related support issues to supplier and ensure timely resolution
- Ensure user access controls are provisioned correctly and user access is audited annually
- Ensuring SGSC is licensed correctly for the records management system
- Work as a key member of the Business Systems team in fostering effective communication, information exchange and cooperation amongst team members and wider SGSC staff

Judgement and decision making	<ul style="list-style-type: none"> • Make decisions in the carrying out of key responsibilities and duties within the parameters set by the Manager Business Systems. • Assist in making recommendations on the IT environment in regards to: <ul style="list-style-type: none"> • Facilitate enhancements to current systems and process • Facilitate enhancements and opportunities to increase customer satisfaction • Extent and methods of staff training • Future direction for development of the councils IT environment
Specialist knowledge and skills	<ul style="list-style-type: none"> • A knowledge and ability to interpret relevant Acts, Polices, Procedures and Guidelines • Ability to train staff in basic procedures related to records management systems • An understanding of computerised records management systems • Ability to research and resolve basic records management issues • Demonstrated commitment to organisational improvement and customer service. • Strong focus on stakeholder management and delivery of organisational outcomes. • Ability to use the corporate information systems to gain budget and costing information as required • Knowledge and understanding of computer technology and appreciation of user requirements
Management skills	<ul style="list-style-type: none"> • Ability to manage time and set priorities to achieve a broad range of outcomes within broad parameters • Ability to work with SGSC staff to achieve corporate goals in relations to records management and archiving
Inter-personal skills	<ul style="list-style-type: none"> • Communication Develop and maintain effective internal and external

	<p>relationships with key stakeholders to maximise the profile, effectiveness and quality of the Business Systems Service Desk.</p> <p>Liaise with all relevant internal and external network of staff and vendor contacts.</p> <ul style="list-style-type: none"> • Consultation Consult Business Systems customers to clarify business needs and requirements and proactively manage the achievement of effective business outcomes. • Collaboration Demonstrate strong cross-functional collaboration skills to successfully influence team members, staff and managers and improve efficiency in the achievement of business outcomes.
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Additional Requirements

The incumbent will adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures
- Southern Grampians Shire Council Staff Code of Conduct
- The Privacy Act
- The Equal Opportunity Act
- The Occupational Health and Safety Act
- Government/Industry Codes of Conduct and
- The Southern Grampians Shire Council Enterprise Agreement
- Employees may be directed to take emergency management roles at their band level as a result of Council enacting its legislative responsibility in relation to emergency management.
- And other duties as directed

Performance Targets will be negotiated as part of Council's regular Employee Development Program planning and review process.

A Police Record check and a Medical Declaration are required prior to employment.

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Title: _____

Date: _____

Signature: _____

Title: _____

Date: _____
