

## Job Description: IS004 Information Service Officer (Records and Registry)

---

<b>POSITION TITLE:</b>	<b>Information Services Officer (Records and Registry)</b>
<b>POSITION NUMBER:</b>	<b>IS004</b>
<b>CLASSIFICATION LEVEL:</b>	<b>CL4-CL5</b>
<b>POSITION LOCATION:</b>	<b>27 Stuart Highway, Alice Springs</b>
<b>RESPONSIBLE TO:</b>	<b>Information Services Coordinator (Privacy and Data Management)</b>
<b>LAST REVIEWED:</b>	<b>December 2023</b>

---

### KEY FUNCTIONS

*Information Services' objectives are to support organisational goals by managing, preserving and providing continuing access to CLC's business information and cultural heritage assets and resources. Further, to optimise the use and value of information assets and resources by building the information literacy skills of staff. The section is accountable for the provision of collection preservation, storage and access services. CLC records consist of paper-based files, audiovisual and digital records, bound volumes, photographs, maps and other objects and formats.*

The main responsibility is to support the Information Services team in day-to-day operations while being compliant with relevant legislation and standards, internal policies and procedures.

### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

#### 1. Records Management & Preservation - Support

- Assist with circulation control of files, including loans, returns of records held by individuals or sections.
- Assist with the sentencing and disposal of records in accordance with relevant legislation.
- Assist in the archiving and documentation of information, and maintaining procedures for the transfer, retention or authorised disposal of items held by the CLC.
- Conduct and follow-up audits of information created and stored within the organisation.
- Electronic registration of incoming and outgoing correspondence.
- Preservation, i.e. digitising and assistance with format shifting.
- Transfer of digitised materials to appropriate storage.
- Assist in the maintenance of the Electronic Document and Records Management System (EDRMS) ensuring information is accurate and up to date including helpdesk
- Data optimisation with relevant software and procedures.
- Provide archival searches for all approved users while maintaining appropriate controls and conditions of access to restricted or confidential records
- Creation of training and education materials.
- Other duties that are safe, legal & logical while being within the limits of the employee's skills, competence and training consistent with the classification structure.

### MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act 1976
- Anti-Discrimination and Privacy Legislation
- Archives Act 1983
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct

## Job Description: IS004 Information Service Officer (Records and Registry)

- CLC Policies and Procedures
- CLC Risk Management Plan
- Copyright Act 1968
- Corporations Act 2001
- Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act)
- Crimes Act 1914
- Electronic Transactions Act 1999
- Evidence Act 1995
- Freedom of Information Act 1982
- Industrial Relations Legislation
- Native Title Act 1993
- Northern Territory Aboriginal Sacred Sites Act
- Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- Relevant Australian and International Standards
- Work Health & Safety Act (Cth) 2011
- Workers Compensation Legislation

### WORKING RELATIONSHIPS

- Reports to and receives direction from Information Services Coordinator (Privacy Management);
- Work collaboratively with all other staff of the Information Services Section in making positive contributions to CLC's performance;
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to ensure effective coordination with CLC policy development and achievement of organisation goals; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions.

### EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy

---

### SELECTION CRITERIA

#### ESSENTIAL

1. Qualifications or relevant experience in Registry, Records and Library Services with willingness to undertake qualifications.
2. Experience in or knowledge of an Electronic Document and Records Management System (EDRMS) such as Content Manager.
3. Knowledge and understanding of data management principles.
4. Ability to learn new programs and systems quickly: High level of computer skills across a range of applications, including Outlook, Word, Excel, EDRMS, Library Management System/catalogue, information retrieval systems and the Internet.
5. Ability to search databases and the internet for journals and other resources.
6. Keeping confidentiality at all times, applying and adhering to restrictions, handling (culturally) sensitive materials appropriately. Exercise the utmost discretion, sensitivity and confidentiality with all verbal and written communication.
7. Experience in Customer Service, i.e. maintaining a helpful and friendly attitude.
8. Being diligent, reliable with attention to detail.
9. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people, and to be able to contribute and participate in a team based environment.
10. Demonstrated time management and organisational skills of a high order. Ability to work with limited supervision and set priorities to achieve results, as well as to complete allocated tasks and responsibilities with minimal direction.
11. A current NT driver's licence.

## **Job Description: IS004 Information Service Officer (Records and Registry)**

12. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.
13. Safe Manual Handling of Records and Library Materials, i.e. lifting and pushing. Appropriate level of health and fitness to meet the requirements of the position, as well as Risk Management, EEO, diversity & inclusivity principles.

### **DESIRABLE**

1. Experience working in remote areas
2. Experience working in an Aboriginal Organisations or cross-cultural environment.
3. An awareness and understanding of the overall context in which the Central Land Council operates.

*APPROVED COPY: eDIS record number*

*APPROVAL DATE: of the approved copy*

