

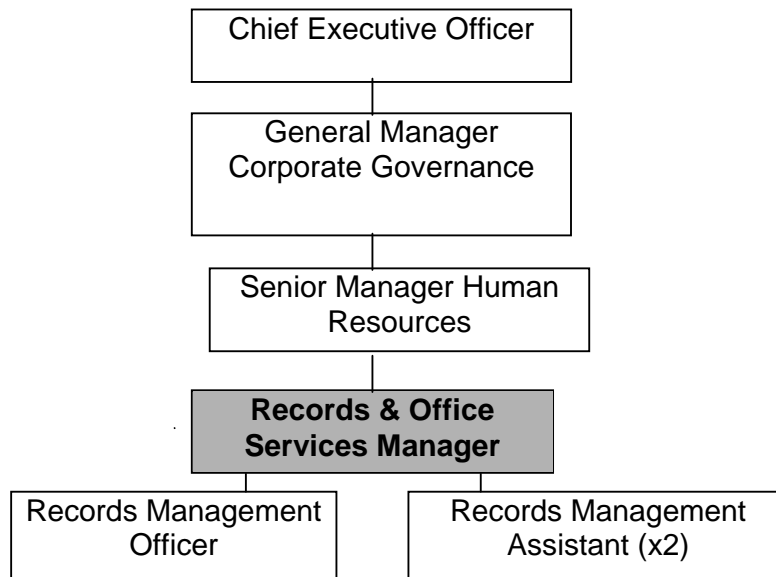


POSITION DESCRIPTION AND ANALYSIS FORM

Job Title:	Records and Office Services Manager	Position Number	C00050
Section:	Human Resources	Branch:	Corporate Governance
Salary Range:	\$64,709 - 71,635	Classification:	APS 6

Organisational Structure

The following shows diagrammatically the positions reporting lines, including those positions/committees that work with or to the position.



Purpose

Manage a small group of staff in the provision of day-to-day Records Management, and Office Services functions, and develop, implement and review Records Management and Office Services policies and procedures within AFMA.

Purpose of the Section

The main purpose of the HR section is to deliver a range of services and advice to staff and managers within AFMA so that individual and organisational performance is optimised, Government policy and legislation is complied with and to ensure efficient administration through the provision of office services.

Primary Duties

- Manage the Records Management Unit and ensure that all staff are adequately trained and resourced to fulfil the functions.
- Develop, implement, monitor and review Records Management policies and procedures, in consultation with staff and managers, and including the following elements:
 1. the management of correspondence and mail eg receipt, dispatch, opening, scanning to TRIM and delivery of mail, and the remittance of cheques that arrive in the mail,
 2. file management eg pa files, retrieval of files, creation of files, provision of advice to staff re file classification, database searches, file movements, security of records, repository maintenance, register correspondence and attach correspondence to files,
 3. training of and providing help to staff and checking the database for compliance with the records management policy and all records authorities.
 4. administration and maintenance of the TRIM system,,
 5. management of archiving and sentencing in accordance with AFMA's Recordsl Authorities and AFDA, including examining and sentencing files, preparing consignment lists, propose transfer to Archives, arrange off site storage and retrieve items from Archives and off site storage.
- Liaise extensively with staff and management at all levels, and provide on-the-job training and education/information sessions as required, about all relevant aspects of the ongoing implementation of these policies and procedures including the appropriate handling and storage of classified material.
- Work to encourage all staff to assume a records management role / responsibility and as far as possible ensure that all relevant records management standards and requirements are complied with.
- Ensure the provision of an Office Services function to the staff and managers of AFMA including :
 1. purchasing of stores and stationery items,
 2. purchasing of office equipment, ,
 3. maintenance of office equipment,
 4. administration of courier arrangements,
- Develop, implement, monitor and review Office Services policies and procedures.
- Document delivery for AFMA staff

The following major projects are due for completion over the next 12 months

- Monitor and review the records management policy and ensure the continued high quality of records management practices in AFMA, including that all staff and managers are aware of their responsibilities and have the necessary understanding and skills to implement / comply.

- Maintain effective relationships with staff and managers in order to identify any aspects of the function that require attention and to ensure the continued positive perception of the RMU.
- Manage the project of sentencing AFMA files according to AFMA's Records Authority and AFDA.
- Research and identify AFMA's requirements in relation to electronic records and information management developments.
- Develop a business case for the introduction of electronic document management to the whole of AFMA.
- Monitor the provision of office services functions and identify any aspects of the function that require the development of new policy, the revision of procedures or any other change to improve the provision of services and/or costs.

The primary focus of this position is -

The position is primarily responsible for the provision of service to others within the organisation. There is also an advice component of this position.

This position liaises with the following people and/or organisations:

The occupant of this position liaises with people at all levels within AFMA, via e-mail, written papers, by phone and in person. The occupant will also liaise with other Records Managers in other organisations and with the Records Management network in order to keep up to date with developments elsewhere. The occupant will also need to liaise with outside organisations regarding updates to the TRIM system, researching electronic records and information management, and the provision of training etc. The occupant will be required to liaise with outside organisations regarding office services issues.

Formal delegations held by this position are:

Financial delegations for the purchase of goods and services to \$2,500.

This position is responsible for conducting research, analysing information and/or making decisions or recommendations on the basis of research as follows:

The development, implementation and monitoring / review of policies and procedures requires research into what happens in other organisations and into the requirements of relevant legislation, this relates to all facets of the Records and Office Services function.

The following details the areas in which the occupant will exercise judgement, will have the authority to act or implement, or will need to gain approval or discuss issues with others:

The occupant will have the authority to implement and take action on day to day matters relating to records management and office services. As the most senior person in AFMA with a technical background in records management, the occupant's advice will be heavily relied on in any and all decision making in this area. All complex or policy matters and any decision that involves expenditure will be referred to the Senior Manager Human Resources and / or the AFMA executive.

Selection Criteria

The following lists the selection criteria against which applicants for this position will be assessed.

1. Skills, knowledge and experience to undertake the duties of the position.

As a guide, this may be measured by a number of capabilities as appropriate including, but not limited to:

- ability to achieve results
- communication
 - ◆ liaison
 - ◆ negotiation
 - ◆ written
 - ◆ interpersonal
 - ◆ oral
- working relationships
- displays personal drive and integrity
- subject matter knowledge and qualifications including a thorough understanding of records management policies, practices and procedures, particularly relevant legislation eg *Archives Act 1983*, the *Freedom of Information Act 1982*, and the *Privacy Act 1988*.
- leadership/management skills

Other requirements

The occupant of this position:

- will require a commitment to Equal Employment Opportunity, Industrial Democracy and Occupational Health and Safety principles
- will require a security clearance

Position Approval

Name and Signature of General Manager:	Geoff Richardson _____ Signature	___/___/___
Senior Manager, Human Resources	Peter Skeen _____ Signature	___/___/___