

# Records Officer

**Reporting to:** Business Analyst  
**Location:** Westland District Council, 36 Weld Street, Hokitika  
**Date Reviewed:** Wednesday, 05 December 2018

## Position Purpose

To effectively manage Council information and records in accordance with professionally accepted standards, under legal and organisational requirements to ensure Council is compliant under the Public Records Act 2005, and Electronic Transactions Act 2002.

To maintain, monitor and administer Council's electronic document & records management system (EDRMS). To develop, review, implement and maintain best business practices in records management of electronic and hard copy records throughout Council.

## Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> <li>• Information Systems Manager</li> <li>• Business Analyst</li> <li>• Executive Team</li> <li>• Mayor and Councillors</li> <li>• Westland District Council staff</li> </ul>	<ul style="list-style-type: none"> <li>• Ratepayers, Residents and the General Public</li> <li>• Government Departments</li> <li>• Local Government New Zealand</li> <li>• Archives New Zealand</li> <li>• Suppliers/Vendors (Document storage, disposal)</li> </ul>

## Limitations of Authority:

As defined in the Delegations Manual.

**Financial:** N/A

**Staff:** N/A

## Key Tasks and Responsibilities

### 1. Records Management

- To process and manage all Council information, including inwards mail (postal, faxes, email, hand delivered) in a timely and appropriate manner using approved systems and methods, in line with NZ Records and information standards, Public Records Act 2005, and best practice.
- To manage the administration of our eDRMS and content management systems & assist Council staff with records research and searches as required.
- Maintain and develop record management processes to ensure the quality and accuracy of information whilst developing regular reporting and auditing processes for management of documents.

### Expected Results:

- a) Council's information is created, managed and disposed of appropriately and in accordance with regulatory and legislative requirements.
- b) The eDRMS is maintained and developed appropriately to meet business needs.

- c) Inwards mail is collected and actioned in accordance with documented procedures and within agreed timeframes. Outward mail is processed and despatched in accordance with documented procedures and within agreed timeframes.
- d) Accurate and secure information is managed and accessible when required. Correct security and access controls are applied, and no breaches of confidentiality occur due to poor practice.
- e) Processes are developed, project plans developed for continuous business process improvement.

## **2. Archives and Hard Copy Management**

Develop and maintain a complete and accurate record of all archives and ensuring the preservation of archival records. On a day to day basis manage the lodgement and retrieval of archives both internally and externally. In addition, develop plans for digitisation of hard copy records that meet our legislative and organisational requirements.

### **Expected Results:**

- a) Archive records are discoverable, accessible and maintained in accordance with mandatory national storage standards.
- b) Progress is made on the digitisation of hard copy records.

## **3. LGOIMA processing**

Assist with responding to requests for information under LGOIMA

### **Expected Results:**

- a) Requested information is searched for within the eDRMS and hard copy files across the organisation and provided to the Executive Assistant to meet legislative timeframes of LGOIMA requests.

## **4. Contracts & Important Documents**

Management and organisation of Contracts and other important documents (Memorandum of Understandings etc) within the eDRMS system. On a regular basis produce reports listing current obligations and contracts that are due to expire or have lapsed and alerting Contract Managers and executive team of contracts that are due for renewal or due to end.

### **Expected Results:**

- a) Utilise the eDRMS or other systems to monitor Contracts on a weekly basis.
- b) Communicate with Contract Managers where appropriate.

## **5. Other Duties**

### **Expected Results:**

- a) Supporting the team by completing other duties as and when they arise.

## **Health and Safety**

- To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

## Person Specification

### Qualifications/Experience

#### *Desired*

- A relevant qualification in records/archives management.
- Experience working in a local government organisation.

#### *Expected*

- Substantial administrative experience (minimum of 2 years) of managing an Electronic Document & Records Management System (eDRMS).
- An advanced level of computer literacy, particularly with the MS Office Suite (Office 2016 / Office 365).
- Knowledge and understanding of relevant legislation, such as the Public Records Act 2005, Records Management Standards.
- Demonstrable ability to communicate effectively with team members, management, and other business units. Can work with difficult customers to provide positive outcomes and build strong relationships with all staff.
- Excellent verbal and written communication skills.
- Contribute positively and proactively to the team and the wider organisation
- Shows initiative in seeking out ways to enhance business processes throughout our organisation to produce continuous improvement in how we do things.

### Skills / Attributes

- Excellent verbal and written communication skills
- Ability to maintain strict confidentiality when dealing with information and records.
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative
- Excellent Customer Service skills
- Ability to manage time and prioritise and organise workload

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

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**Employee's Signature**

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**Date**

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**Manager's Signature**

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**Date**