



Role Profile

Records Officer

Location: Work from Home or as otherwise agreed

Reports to: Managing Director

Overall Role Purpose

The Records Officer supports CorpMem Business Solutions to provide best-practice records and information management through the provision of products and services to its customers. The role involves responding to customer enquiries, supporting users of customer's records systems, inputting data and managing records across the records continuum. Travel may be a requirement of this role.

Principal Accountabilities

- Daily processing of records:
 - Registration
 - Indexing
 - Classification
 - Routing correspondence to actioning officers.
- Appraising records.
- Applying retention and disposal schedules.
- Managing security access and security classification.
- Monitoring and auditing recordkeeping systems.
- Comply with the requirements of CorpMem's Quality, Occupational Health and Safety, and Environmental Management Systems, to ensure high quality outcomes and to protect health, safety and the environment.

Conditions

The position is subject to the conditions outlined in the (Award) as well as additional contractual obligations outlined in the employment contract and CorpMem Policies and Procedures.

Personal Profile

Professional/Technical Skills, Knowledge and Experience

Essential	Desirable
• Familiarity with record management legislation, standards and guidelines. • Ability to research and comprehend legislation. • Excellent documentation skills. • Experience in the key processes involved in the processing of records. • Understanding of the key concepts involved in security access and security classification. • Understanding of the key concepts involved in monitoring and auditing of recordkeeping systems.	• Experience using the MAGIQ Documents eDRMS. • Experience in using function and activity based Business Classification Schemes (BCS). • Experience in appraising records. • Queensland Local Government experience.



Role Profile

Personal Competencies

Essential	Desirable
• Excellent customer service skills. • Ability to interact with clients at an executive level and an operational level.	

Educational/Vocational Qualifications

Essential	Desirable
	• Formal qualification in Records Management.
