

POSITION DESCRIPTION



Position title	Senior Records Officer
Directorate	Corporate Services
Classification	Level 4 (Municipal Officer) ASTC EA
Position number	P2153
Responsible to	Manager Information & Communication Technology (ICT)
Position status	Permanent Full-time
Position description approved	 Recoverable Signature  _____ Jason Atherinos Executive Manager Corporate Services Signed by: JasonA Date: 23/12/2025

Primary Objective

Located at the Civic Centre within the Information Communication and Technology business unit, the role provides effective specialist administrative and records management support across a diverse range of electronic records management responsibilities.

Under the limited direction of the Manager ICT, the Senior Records Officer maintains the effective operation of the registry function for Council, providing reference and research support to the organisation, supervising junior officers, and providing support to ensure the organisation is compliant regarding relevant records management policy and legislation.

Key Responsibilities

- Develop, control, and administer a records management service for the receipt, custody, control, preservation, and retrieval of Council records and related material.
- Provide a high level of administrative support to the organisation, including document control and archiving of official Council papers, minutes, resolutions, and legal documents.
- Maintain sound knowledge of legislation, statutory requirements, and ASTC policy to ensure digital document and records management function compliance with respect to document retention and disposal/destruction standards.
- Act as the primary contact for reference and research of records of intermediate complexity, Council information, and historical records. Provide considered advice on the application of relevant legislation and ASTC policy to inform best practice on the release of information to internal and external customers, on a case-by-case basis.
- Provide specialist advice with respect to policy and procedure changes for the organisation that are relevant to records management.
- Facilitate the training of new employees on ASTC's records management procedures, policy, and encourage legislative compliance across the organisation.

- Work collaboratively with the cemeteries curator to provide prompt and effective administration of the local Cemeteries under ASTC's control, ensuring accurate records management, timely processing of documents and requests. Work with staff from other departments and commercial funeral providers to ensure the smooth operation of the facilities.
- Supervise and monitor a range of business administrative functions, including carpool administration and accurate recording of vehicle use.
- Under the limited direction of the Manager ICT, monitor business needs and order appropriate stationery, office consumables, and minor equipment within approved budgets and procurement procedures to contribute to the efficient running of the organisation.
- Take reasonable care for your own health and safety, as well as that of others.
- Follow health and safety instructions and comply with relevant workplace policies, procedures, and emergency protocols.
- Use personal protective equipment and operate machinery, plant, and vehicles safely.
- Report hazards, incidents, accidents, and near-misses to your Manager/Supervisor promptly.
- Perform other duties within capabilities and/or consistent with the classification of this position as required.

Qualifications

- Vendor certification or qualifications in Archiving & Records Management or similar field or working towards.
- Current National Police background check.
- Current C-class driver's license to be able to drive in the NT.

Selection Criteria

Essential

1. Demonstrated experience and familiarity with a range of electronic document and records management systems (EDRMS).
2. Excellent interpersonal and communication skills, able to appropriately deal with sensitive and confidential information.
3. Sound knowledge of relevant statutory requirements, policies, and procedures.
4. High-level written and verbal communication skills, including the ability to write reports and contribute to policies.
5. Well-developed customer service skills with demonstrated ability to interact with a diverse range of internal and external customers - face to face, by phone, or via email.
6. Advanced technical aptitude, able to demonstrate proficiency and effective use of a wide range of commercial business machines and equipment, such as scanners, copiers, shredders, audiovisual, and handheld devices.
7. Well organised and punctual with the ability to follow instructions and demonstrate initiative within an established framework of work procedures.
8. Ability to effectively supervise staff, work efficiently individually and collaboratively within a team.

9. Vendor certification or qualifications in Archiving & Records Management or a similar field or working towards.
10. Current National Police background check.
11. Current C class driver license to be able to drive in the NT

Desirable

1. Qualifications in Archiving and Records Management or similar.
2. Experience in records management within a Local Government context.
3. Experience and ability to work in a cross-cultural environment.
4. *Advanced Knowledge and configuration Experience with SharePoint.*
5. *Experience and knowledge working and supporting Cemetery Operations.*
6. *Business administration and cash handling skills with knowledge of financial processes.*

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____ ::FIRSTNAME:: ::LASTNAME:: _____

Signature _____ ::SIGNATURE:: _____ Date _____