

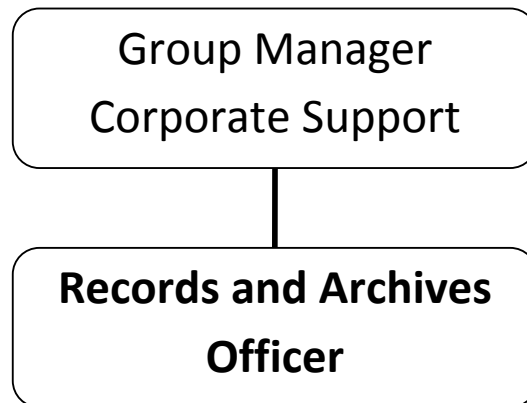
South Wairarapa District Council

Position Number: CS07

Position Number CS07
Job Title – Records and Archives Officer

Date	16 November 2009		
Job Title	Records and Archives Officer		
Group	Corporate Support		
Location	Martinborough Council Administration Building		
Responsible to	Group Manager Corporate Support		
Responsible for	nil		
Hours/days of work	Monday to Friday, 20 hours per week.		
Grade	9	Remuneration	\$35,348 - \$45,744

Job Context



Job Purpose

The South Wairarapa District Council aims to become the “best little Council” in New Zealand. The role of Records and Archives Officers provides expert records management and archival services to support the various functions of Council.

Key Relationships

External

Ratepayers and Residents
Members of the public
Media

Internal

Elected members of Council and Community Boards
Council Committee Chairs and Members
CEO, Other Managers and Staff

Key Areas of Responsibility

Record Management Services

- Corporate records
 - To ensure that corporate rules' and processes are followed with regard to corporate records.
 - Understand and be able to apply councils classification structure, abiding by the underlying requirements of LGOIMA, Public Records Act and any other applicable records related legislation.
- Records management
 - Maintain corporate library. Obsolete material is removed. Material is classified, recorded and stored within 20 working days of receipt.
 - Monitor and update filing systems
 - Record original contract tender documents and secure within the Library secure system
 - Maintain Minute books and Archives copy of Council agendas are listed and held in library
 - Record, store and maintain Council's current files and records
 - Train staff on Council's file request system. Provide refresher courses
 - Create and maintain a locked security file.
 - Advise Managers of changes and/or updates required to improve or enhance the record system.
 - Ensure the records and archives management function is carried out in an efficient and effective manner.
 - Manage the storage of images, maps and plans.

Archives

- Responsible for the management and maintenance of the Archives system including historical records housed in Greytown Service Centre:
 - Action internal and external requests for information.
 - Develop and implement an Archives Plan
 - Maintain an Archives Disaster Management Plan
 - Analyse closed files and records. Classify, record and store within 6 months of their closure date.
 - Control access to the Archives
 - Receive items of archival value/interest. Liaising with member of public on items, research history into same. Assess items, clean and if possible restore.
 - Create and maintain database or listing describing the contents and location of all items in archives.
 - Ensure that no unauthorised entry is made into archives

Mail Processing

- Receive, sort and record inward correspondence via mail, front counter, couriers, email or faxes and distribute to all areas.
- Organise, address and stamp all outgoing mail, including preparation of mail-outs for postage
- Process Cheques and invoices and forward onto finance dept.
- Manage Council's outgoing postal/courier requirements.
- Carry out reviews of courier charges on yearly basis for best prices available.
- Investigate any postage/courier delivery issues

Administration

- Order and account for stocks of stationery and other supplies ensuring staying within budget.
- Photocopy tenders, signed contracts, and customer copying requests

EDMS

- Participate in Project Team looking at development of Records and Document Management systems
- Test developments and improvements to Records and Document Management systems
- Perform role of Application Administrator (i.e. set up, monitoring and application maintenance)
- Liaison with staff, analysing business requirements
- Staff training and User Support
- Daily administration of the document management system including quality control and providing end user advice and training where identified

Relationships

- To develop and maintain highly collaborative relationships with both internal and external customers to encourage collaborative teamwork in order to resolve issues.
- To ensure that the Corporate Support Group and Council are promoted in the best possible light at all times by providing a superior customer service focused frontline.
- Ensure that any areas of potential risk are identified and elevated to the appropriate levels to be dealt with.
- Maintain and develop a network of relevant contacts to ensure that communication channels are kept open.
- Be proactive in ensuring development of a team orientated environment.

Working Collaboratively

- Assist Committee Secretary with the production of all Council's Annual Plans, Annual Reports, LTCCP's, Policy Manuals, Council's Contracts and any other formal documents and publications that are required.
- Operate collegially with other Corporate Support staff and provide backup support for one another to cover absences and changing workflow pressures.

Corporate Contribution

- Participate as a member of the SWDC Team, making a full contribution to team and organisational initiatives
- Behave consistently with the SWDC Vision, Mission and Values
- Foster co-operation and aid communication between teams, units and groups
- Look for opportunities to improve systems, processes and work practices – both within your own position and the organisation as a whole.
- Assist the organisation's Emergency Management Unit in the event of a major disaster
- Adhere to Health and Safety policies and standards and encourage all other staff to do the same.
- Attend appropriate courses to maintain ongoing knowledge and training.

Council Image

- Take every opportunity to promote a positive image of the Group and Unit and their activities.
- Contribute to the Group business plan.
- Represent the Group when appropriate at meetings.
- Provide information to customers and the general public as supplied.

Financial Management

- Provide information for the preparation of budgets as required.
- Advise customers on fees and charges.
- Ensure customers are invoiced for all costs

The key areas of responsibility above reflect the environment as it exists currently. They are not an exhaustive list and it is recognised that they will be subject to variation

Person Specification

Qualifications and Experience

Information related tertiary qualification Information Management or equivalent experience

Practical experience in a records/information environment

Knowledge and understanding of legislative requirements relating to records management

Knowledge of EDMS concepts and systems desirable

Records Information Management Skills

Awareness of best practice principles

Ability to use Microsoft Office suite of products

Local Authority experience

Current driver's licence

Personal Capabilities

Good organisational skills with attention to detail

Able to work well under pressure

Excellent Customer Service Skills

Excellent Communication Skills both written and oral

Discrete and trustworthy with confidential material



Application Form

Ref no: _____

Contact Information

First Name: _____ Surname: _____
Address: _____
Contact Telephone (day): _____ Contact Telephone (night): _____
Contact Mobile: _____ Contact Fax: _____
Email Address: _____

General information

Age: Under 20 20-35 35-45 45-55 55-65 65+

Are you currently looking at other roles? Yes/No

If yes, what stage are you at with your job search? _____

What is your desired remuneration? \$NZD _____

What is your notice period? _____

Current position _____

Current pay level _____

Do you have a current drivers licence? Yes/No

What classes of license do you have? _____

If no license, please state your current mode of transport. _____

Legal entitlement to work in New Zealand

Are you legally entitled to work in New Zealand? *(If you are not a New Zealand Citizen or do not have a New Zealand Residence Visa then you must attach copies of your documents of eligibility).* Yes/No

Medical history

Do you have any medical condition that may affect your ability to carry out the position applied for? Yes/No

Have you every suffered any injury which resulted in you taking time off work? Yes/No

How many days absence have you had due to sickness in your last 12 months of employment?

0-5 6-10 11-15 over 16 days

Have you made any claim to ACC for any injury illness or condition? Yes/No

if yes please specify. _____

Do you smoke? Yes/No

Have you ever suffered from any of the following?

Back injury or back strain	Yes/No	High blood pressure	Yes/No
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Heart complaints	Yes/No	Diabetes	Yes/No
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Blackouts, fits, seizures	Yes/No	Hernia	Yes/No
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Asthma	Yes/No	Dermatitis or Eczema	Yes/No
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Hearing loss	Yes/No	Allergies	Yes/No
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Criminal records

A criminal conviction will not necessarily exclude you from being considered for any positions. Any previous convictions that meet the criteria of the Criminal records (Clean Slate) Act 2004 do not need to be disclosed. For information on the Act, see <http://www.justice.govt.nz/privacy/clean-slate.html>.

Have you ever been convicted of any offence in New Zealand or in any other country (other than minor traffic or parking offences) Yes/No

Are there any charges against you yet to be heard Yes/No

If you have answered yes to any of the previous two questions please provide details

Conflict of Interest

Our client must be fair and reasonable and avoid any appearance or suggestion of preferential treatment, favouritism, bias or discrimination. They use this information to determine if action can be taken to manage the actual or potential conflict.

Do you have other employment/interests that may be perceived to be in conflict with the employer? Yes/No

If yes, please provide details: _____

Do you have a spouse, partner, relative or household member working within the employer where there would be an indirect or direct reporting relationship? Yes/No

If yes, please provide details: _____

Do you have a spouse, partner, relative or household member working with an organisation that is closely related to the area and nature of the position you have applied? Yes/No

If yes, please provide details: _____

Do you have a financial or other interest in any organisation which could be associated with this position during the course of carrying out these duties? Yes/No

If yes, please provide details: _____

Referee Information

Please provide the names of two referees whose consent has been obtained and who may be contacted for a confidential reference. (Where possible, at least one of the referees should be able to give work-related information and should have managed or been senior to you in your current or most recent employment).

1. Name _____

Company _____

Relationship _____

Phone (day) _____ Fax _____ Email _____

2. Name _____

Company _____

Relationship _____

Phone (day) _____ Fax _____ Email _____

Privacy Act

I recognise that the information gathered by BOSS Group Ltd, relating to my own personal information has been collected solely for the purpose of determining my suitability for permanent and/or temporary employment with BOSS Group Ltd or with any other employer.

I grant permission to BOSS Group Ltd to disclose my information in reasonable discretion to the employing organisation directly or in the form of an appraisal or report. I agree that BOSS Group Ltd will not be held liable should confidential information pass into the possession of persons not intended by me to receive such information.

I grant permission to BOSS Group Ltd to conduct a police or credit check or collect information/make enquiries which are deemed appropriate.

I consent to collection use and storage of my personal and sensitive information. I have read and understood each of the statements in the BOSS Group Ltd Privacy Statement and voluntarily consent to personal and sensitive information about me being collected by you as outlined.

You have the right to access information withheld by BOSS Group Ltd regarding your own personal details. We will endeavour to ensure that your information is kept at all times private and secure.

Authorisation & Confidentiality

By submitting this form, you agree to the following:

I acknowledge that BOSS Group Ltd has been granted permission to contact prior or present employers that I have specified in written form as being appropriate to contact for the sole purpose of obtaining work-related references. Without limiting the generality of this authorisation, I authorise you to obtain any other information held by credit reference agencies or security companies.

I certify that all information volunteered in this application and resume is accurate and factual. I understand that my employment may be terminated if after investigation an employer discovers any information which I have provided, or which has been provided about me is false or misleading.

I authorise you to disclose, with my knowledge, confidential information which you hold about me to any potential employer and BOSS Group Ltd.

Signed _____ Date _____

Name (Please print) _____

Application checklist

CHECKLIST:

- Application form completed *(including referee information)*
- Covering letter
- One copy of full Curriculum Vitae
- Police Check completed
- Copy of id attached

Please do not send folders or original documents. Documents will not be returned.

Signed _____ Date _____

Name (Please print) _____



Privacy Unit
 Ministry of Justice
 National Office
 P O Box 2750
 WELLINGTON

For Office Use Only

MoJ Request Number

REQUEST BY THIRD PARTY UNDER THE OFFICIAL INFORMATION ACT 1982 FOR A COPY OF AN INDIVIDUAL'S CRIMINAL CONVICTIONS HELD ON THE MINISTRY OF JUSTICE 'S COMPUTER SYSTEMS

SECTION 1: SUBJECT'S AUTHORITY TO RELEASE INFORMATION TO A THIRD PARTY

I hereby authorise the Privacy Unit, Ministry of Justice, to release a copy of my personal information, to the undersigned Third Party, for the purpose of:

Pre-employment vetting

Insurance Claims vetting

Other (specify)

Tick the report required:

All convictions report Traffic Convictions Report

Signature of subject and date

X

X

I wish to receive a copy of the information provided to the Third party.

Yes / No

SECTION 2: THIRD PARTY DETAILS

Third Party Name Details

Full Name of Third Party

Full name and address of the person or agency the third party is acting for (if applicable)

Third Party Reference Number (if applicable)

Third Party Address Details

P.O. Box or Street Address

Suburb

City

State / Province

Post Code

Country

Signature of Third Party

X

The term "subject" refers to the person whose criminal convictions is being requested.

The term "third party" refers to the requestor or ultimate intended recipient, such as an employer, insurance company, credit agency et cetera.

The Ministry of Justice will process this request as soon as is reasonably practicable, and in any case no later than 20 working days from receipt of this application.

This application and associated letters and reports will be disposed of three months after processing the response.

Personal Details

Surname

First Name

Middle Names (separate by comma)

Date of Birth (DD/MM/YYYY)

Place of Birth

Gender (Male / Female)

Previous Names - Maiden Name, Aliases

Surname

First Name

Middle Names (separate by comma)

Postal Address

P.O. Box or
Street Address

Suburb

City

State / Province

Post Code

Country

Current Residential Address

Street Address

Suburb

City

State / Province

Post Code

Country

Daytime Phone Number

Home Phone Number

Fax Number

Previous Two Residential Addresses

Street Address

Suburb

City

State / Province

Post Code

Country

Street Address

Suburb

City

State / Province

Post Code

Country

Subject's Identification

Please attach a photocopy of the subject's identification. The identification may be a Driver Licence OR if subject does not hold a driver licence, a Passport. If subject has neither, the subject will need to complete Section 4.

Driver Licence

Passport

SECTION 4: PROOF OF IDENTITY

ONLY TO BE COMPLETED IF SUBJECT DOES NOT HAVE A DRIVER LICENCE OR PASSPORT
Subject to ask someone who can confirm their identity to fill in this section

The person who identifies subject must:

- have known subject for more than 12 months
- be aged 18 years or over
- have a day time phone number
- not be a relative
- not live at the same address
- be contactable during normal business hours

Surname

First Name

Middle Names (separate by comma)

Street Address

Daytime Phone Number

Suburb

Home Phone Number

City

State / Province

Fax Number

Post Code

Country

I declare that I have personally known:

Surname

First Name

Middle Names (separate by comma)

Signature of identifier

for

years and vouch for his/her identity

X

If subject is unable to get someone to complete Section 4, they must complete a statutory declaration. The relevant form can be obtained from the local District Court or by contacting the Privacy Unit on 04 918 8800.