

Position Title	Trainee Information Management
Department	People and Performance
Unit	Information Services
Team	Information Services
Supervises	NIL
Reports To	Team Leader Information Services
Grade	T
Date Prepared	20/11/2024
Date Last Updated	20/11/2024

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

The Trainee Information Management position is an opportunity for an enthusiastic hard working individual to learn about Information Management and Land Information in one of the largest Councils in Australia. This position will also be able to work on the Information Management maturity roadmap project, which aims to modernise the record keeping practises across the organisation.






Accountabilities

- Ensuring that incoming correspondence and documents are recorded, classified, indexed and stored correctly in Councils EDRMS and are easily accessible for retrieval.
- Ensuring that records are registered, maintained, archived and disposed of, in compliance with the provisions of the State Records Act 2000.
- Developing an understanding and knowledge of the organisational structure and functions to ensure accurate re-direction of incoming correspondence and delivery of information to relevant officers to ensure the provision of efficient records services.
- Liaising with Officers across the organisation to ensure that customer objectives and expectations are being met.
- Utilising technology to identify and implement system or process improvements in particular to benefit the organisation.
- Learn all aspects of Councils name and address register. This includes change of address, E-pathway registrations, process webform reports and provide feedback to new and existing staff around creating new names and addresses at CBCity.
- Data entry.
- Learning about and eventually participating in the property numbering processes with the Land Information Team.
- Other duties as required.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Labourer/ TAG

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Foundational
	Display Resilience	Foundational
	Act with Integrity	Foundational
	Safety and Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Display Resilience	Foundational	<ul style="list-style-type: none"> Adapts to changing work tasks and environments Is open to new ways of doing things Stays calm in difficult situations Does not give up easily when problems arise Asks questions and offers own opinion
Results		
Deliver Results	Foundational	<ul style="list-style-type: none"> Takes the initiative to progress work tasks Clarifies work required and timeframe available Identifies what information/ resources are needed to complete work tasks Checks own work for accuracy, quality and completeness Completes tasks under guidance, on time and to the required standard
Results		
Innovate and Improve	Foundational	<ul style="list-style-type: none"> Contributes own knowledge and ideas Suggests improvements to the way work is done
Resources		
Technology and Information	Foundational	<ul style="list-style-type: none"> Shows confidence in using the technology required in the role Uses technology appropriately, in line with acceptable use policies Completes work tasks in line with records, information and knowledge management policies

Relationships

Customer and Community Focus	Foundational	<ul style="list-style-type: none"> • Shows awareness that he/she is working for the community • Shows respect, courtesy and fairness when interacting with customers and members of the community • Listens and asks questions to understand customer/ community needs • Informs customers of progress and checks their needs are being met
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* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Current Year 12 student, recent school leaver, or early career professional (within 2 years of graduation).

Essential Experience

- Proven interest in Records and Information Management.
- Strong written and verbal communication skills.
- Basic proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to handle multiple tasks with a keen eye for detail.
- Dedicated to professional development and continuous learning.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>