

Position description

Title:	Information and Archives Coordinator
Branch/Department:	Executive
Status:	Part Time – negotiable hours – minimum 50 per fortnight
Location:	Belgrave
Reports to:	Company Secretary
Direct Reports:	Nil
Hours/Days of Work:	Monday to Friday
Requirements	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check Completed a National Transport Commission Category 3 Health Assessment Medical

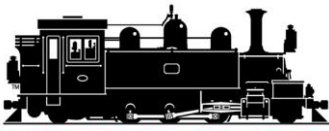
Job Purpose

This position involves the co-ordination and operational management of ETRB inactive records including its Archives and ensuring relevant compliance requirements are met.

Key Duties & Responsibilities

- Develop and oversee information management processes that enable ETRB to be compliant with relevant legislative obligations including public records, information privacy and freedom of information. This includes developing information management policy, Archives policy, procedures and plans for the efficient and effective classification, storage, security, digitisation, retrieval, retention and disposal of electronic and hardcopy records.
- Implement and oversee the use of an organisation-wide electronic records and document management system (EDRMS).
- Develop and deliver instruction and guidance to staff, contractors and volunteers (where needed) to gain their understanding and acceptance of information policy, procedures and legislative requirements, and use of ETRB systems.
- Oversee and manage the processes for ETRB inactive records, including authorised retention and disposal of ETRB information, establishing the relationship with an external storage provider, liaising with the Public Record Office Victoria and the Puffing Billy Preservation Society.
- Assist with the transitioning of new information management processes to 'business-as-usual' thinking and practice.
- Maintain a Child Safe environment including reporting responsibilities and procedures
- May have direct contact with children and will be required to follow all appropriate policies
- Actively participate in continuous improvement – learning and development programs and performance management programs
- Adhere to all ETRB values, principles, policies and procedures
- Other tasks and duties as requested

Key Competencies



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- Superior verbal and written communication skills
- Ability to work cooperatively and respectfully with others from various backgrounds and cultures
- Flexible and adaptable with ability to problem solve and multi-task
- Ability to work unsupervised and under pressure
- Ability to work as a team and to lead by example
- Strong organisational skills, with ability to prioritise and follow-through
- Exceptional computer skills including Microsoft suite
- Focus on service excellence, exceeding internal and external customer expectations

Qualifications & Experience Required

- Tertiary qualification in information management, archives or records
- At least 3 years' experience working in a similar information/knowledge management position
- A demonstrated understanding of the Victorian Government (including Public Records Office of Victoria) legislative and other requirements relating to records and information management
- Demonstrated experience in managing projects including implementation, and managing all facets of a project including resources, personnel, activities, timelines, deadlines, and materials
- Demonstrated experience working with and supporting an EDRMS
- Experience in managing an implementing change
- An understanding of Puffing Billy's history and current business desirable.

Key Relationships

- ETRB staff, volunteers and visitors
- Puffing Billy Preservation Society
- External stakeholders including elected officers and senior management in public and private organisations
- Contractors

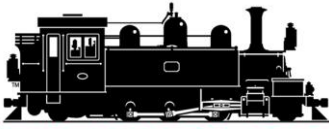
Health & Safety

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> • Manual handling task (0 – 9kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement i.e. stacking, reaching, typing and sorting • Walking on uneven surfaces • Sitting at workstation • Responsibility for the safety of others



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Additional Notes

- ETRB is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safe Policy and Child Safe Code of Conduct.
- ETRB is a zero drug and alcohol workplace – workplace participants maybe subject to unannounced drug and alcohol testing

Acknowledgment

I declare that I have read and fully understand the content of this Position Description.

Employee

Name: _____

Employee

Signature: _____ *Date:* _____

Approved By:	Steve O'Brien	Date:	September 2019
Last Updated By:	Angela Jamieson	Date:	September 2019



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

Our Children, Our Focus, Our Future, Speak Up!