



## **Position Vacant**

Fairfield City Council oversees one of the biggest and most multicultural local government areas in Australia. With 27 suburbs, over 194,000 residents and a local community that speaks more than 70 different languages, working with Fairfield City Council is a chance to work in a unique, challenging and dynamic environment.

Fairfield City Council can offer you an exciting career, which supports and encourages development, personal and professional growth, appreciates the importance of work/life balance, recognises and rewards performance and embraces change.

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### **INFORMATION AND RECORDS OFFICER**

**Reference No. 2013.101**

**Salary from \$43,526 to \$50,949 per annum plus superannuation**

**Permanent Full Time - 35 hours per week**

The position exists to provide frontline information management support to the entire organisation. Integral to this position will be involvement in multi-skilled aspects of the Information and Records Management Division and a working knowledge of all Council departments and the services they provide.

#### **Role Expectations:**

- Higher School Certificate or lesser qualification with relevant work experience or qualifications in records and information management or a related field
- Demonstrated keyboard/data-entry skills on PC-based application software (minimum 40 words per minute) and demonstrated ability to complete administrative tasks in a timely and effective manner
- Ability to read and accurately summarise document content and to gain a fundamental understanding of technical documentation
- High level communication and interpersonal skills and the ability to relate to staff at all levels of the organization; Demonstrated ability to work independently and in a team environment to achieve individual, departmental and organisational objectives
- Demonstrated ability to manage confidential and unidentified mail and all other aspects of mail management; Experience in use of corporate records management systems and electronic document management systems
- Knowledge of State Records Act 1998, demonstrated ability to use a General Disposal Authority for Local Government (e.g. GA39) and demonstrated ability to classify and title using a functional thesaurus; Knowledge of local government business processes and Class C Drivers Licence

A position description is available on Council's website. For further information please contact Louise Preston on 9725 0153.

**Applications close COB, Friday, 15 November 2013.**

Applicants must be prepared to undergo a medical examination at Council's expense. Fairfield City Council is a smoke-free workplace and is an EEO employer.

Applications must address the role expectations. Your resume should also be able to reflect the skills required to complete the duties outlined in the job description. A job description is available from the contact person listed above or from Council's website.

Applicants must provide two current work references (Reference name, title and business phone number are required; mobile numbers are not recommended). If you are successful to the final interview all qualifications and memberships must be supplied, by providing certified copies, and will be confirmed by Council.

To apply please visit Council's website [www.fairfieldcity.nsw.gov.au](http://www.fairfieldcity.nsw.gov.au) or mail your application addressed to PO Box 21, Fairfield NSW 1860.

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