

WAIMAKARIRI DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE: INFORMATION MANAGEMENT ASSISTANT – FIXED TERM CONTRACT (6 MONTHS)

DATE: January 2012

ACCOUNTABLE TO: INFORMATION MANAGEMENT TEAM LEADER

ACCOUNTABLE FOR: NIL

PURPOSE

To assist with the provision of an efficient and effective records management system for the Council and related organisations.

POSITION OBJECTIVES

1. To operate the computerised inwards/outwards mail system on a daily basis, and to ensure that inwards and outwards mail is entered to the system and classified correctly.
2. To operate a mail distribution and pick up service throughout the Rangiora Service Centre.
3. To assist with internal document delivery services, e.g. couriers, as required.
4. To undertake the electronic and physical filing of WDC records.
5. To manage physical file storage including archiving and reorganising file locations.
6. To assist staff in using our Electronic Document and Records Management System (EDRMS) as required.
7. To participate in projects relating to information management.
8. To assist from time to time in the property file back scanning project.
9. To carry out any other tasks assigned by the Information Management Team Leader.

PERSON SPECIFICATION

Required:

- (a) Excellent organisation and communications skills.
 - (b) Accurate and efficient keyboard skills.
 - (c) Previous office administration experience is desired.
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- (d) Proficiency in the Microsoft Office suite of products.
- (e) Discrete and trustworthy with confidential material.
- (f) Ability to work well in a team environment.
- (g) Customer service focus.
- (h) Problem solving skills.

Preferred:

- (a) Experience with use of a computer electronic records management system (TRIM preferred).
- (b) Knowledge of local government procedures.

OTHER REQUIREMENTS (APPLY TO ALL COUNCIL EMPLOYEES)

1. To take part in Civil Defence training programmes and exercise.
2. To assist effectively in a Civil Defence emergency.
3. To take all practical steps to ensure your own and other employees' safety as well as the safety of members of the public.
4. To notify your supervisor of any hazard or potential hazard.
5. To ensure that the Quality System is developed and maintained.
6. To actively participate in providing solutions or suggesting better ways to do things.
7. To ensure that improvements are made in the way jobs are done.

HOURS OF WORK

Eight hours per day during normal office hours, between the hours of 8 am and 5 pm, together with such other times as may be necessary to fulfil the responsibilities of the position.

AMENDMENT TO JOB DESCRIPTION

This job description may be amended from time to time by the Information Management Team Leader in consultation with the job holder.