

WAIMAKARIRI DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE: INFORMATION MANAGEMENT ASSISTANT - FIXED TERM CONTRACT (12 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. The reason for this fixed term project position is the need to provide additional resources to help transfer and digitise information currently held in paper form to that of an electronic format by the end of a one year period.

POSITION OBJECTIVES

1. Perform data entry of material from physical source documents into the Electronic Document and Records Management System (EDRMS);
2. Electronically verify, capture and image (scan) physical records along with the associated metadata, into the EDRMS;
3. Ensure imaged data have been properly produced and Quality Checked to the Waimakariri District Council standards;
4. Follow the predefined document imaging process to a high standard, with a high degree of accuracy;
5. Operate the computerised inwards/outwards correspondence system as and when required to assist the operational Information Management Team;
6. Operate the record distribution and pick up service throughout the Rangiora Service Centre and inter Service Centre delivery services, e.g. couriers to Kaiapoi & Oxford;
7. Undertake the electronic & physical filing of WDC records;
8. Assist with the management of physical file storage including archiving and reorganising file locations and retrieval or return of Property Files on request
9. Assist with the operational digitisation of WDC Records as required;
10. Assist the IM Team Leader to continuously improve the information standards & procedures;
11. Assist staff in using the Electronic Document and Records Management System

- (EDRMS) as required;
12. Participate in any other projects relating to information management; and
 13. Carry out any other tasks assigned by the Information Management Team Leader.

PERSON SPECIFICATION

Required:

- (a) Excellent organisation skills;
- (b) Accurate and efficient keyboard skills;
- (c) Previous office administration experience;
- (d) Proficiency with 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; and
- (h) Problem solving skills.

Preferred:

- (a) Experience with use of an electronic records management system; and
- (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; and
7. To identify potential improvements in business process.

RESPONSIBILITIES

Responsible to:

Information Management Team Leader.

Responsible for:

No subordinate staff.

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. The incumbent may choose, with the agreement of the Information & Technology Services Manager, the exact hours worked within this range.

AMENDMENT TO JOB DESCRIPTION

This job description may be amended from time to time by the Information and Technology Services Manager in consultation with the job holder.