



CHRISTIAN BROTHERS OCEANIA PROVINCE

REGIONAL RECORDS COORDINATOR

- **Part-Time - Flexible Scheduling Available**
- **Approximately 3-4 days per week**

The Oceania Province of the Christian Brothers is presently seeking an enthusiastic Regional Records Coordinator for the Perth (Salter Point) office. The position is part-time with a set focus of managing the records produced in and received by the region to ensure their safekeeping, effective retention and support of the information requirements of the Province. The individual will also assist the Oceania Records Manager/Archivist in implementing systems and procedures required for an Oceania-wide recordkeeping operation, so as to ensure accessibility today and in the future.

Responsibilities:

Records Management

- Provide professional recordkeeping services and advice to staff in Oceania Province's Perth and Adelaide regional offices and other relevant stakeholders.
- Manage regional office records in accordance with established policies and procedures.
- Perform routine recordkeeping tasks such as file (or electronic folder) creation, file retrieval, file census, records appraisal and disposal sentencing.
- Respond to requests to identify and locate records.
- Ensure there is awareness by staff of their recordkeeping responsibilities.
- Provide advice and support to staff on information management and use of recordkeeping systems.
- Assist with implementation of an Electronic Document and Records Management System in the Perth and Adelaide office. Includes training and support and monitoring usage of the system, including registration of documents.
- Contribute to the development of records and information plans, policies and procedures.
- When appropriate manage designated cycles for disposal.
- Test the Disaster Management and Recovery Plan on an annual basis.
- Contribute to the effective operation of the Province's office as a member of the Province's administrative team.

Archives Management

- Provide a professional archival service and advice to a wide range of clients for the archives held in the Closed Province Archives.
- Implement and maintain the Archives Framework developed by the Province Records Manager/Archivist.
- Maintain the archives within organisational guidelines to industry standards, including:
 - Appraisal and accessioning

- Arrangement and description
- Maintaining the archival management system to manage, locate and retrieve information.
- Provide access to the collection, including research services, in accordance with the Archives Access Policy.
- Administration of PHIND, the Personal History Index for former child migrants.
- Monitor the physical condition of the archival records and applies preventative conservation measures to ensure the safety and preservation of the archival records.
- Provide archival advice to Oceania staff and other relevant stakeholders.

Section Criteria:

- Preferably working towards a diploma or certificate in record management or relevant tertiary qualifications in information management, archives or records management.
- Previous working experience in records management/archiving not essential.
- An understanding of recordkeeping principles and practices.
- An understanding of maintaining electronic information management systems such as records, document or archival management systems
- Ability to operate autonomously and with initiative and flexibility.
- Proficient written and oral communication skills
- Effective analytical and problem solving skills

The successful applicant will be required to obtain a Federal Police Clearance and State Working with Children Clearance.

Please submit your CV and covering letter to Mr. Vince Sinagra (vsinagra@edmundrice.org) by 5:00pm (AWST) Friday 11 June 2010.