



Applications are invited from suitably qualified and experienced persons for the following position.

TRIM ADMINISTRATOR AND RECORDS MANAGER

The Catholic Education Office is seeking a full time Trim Administrator commencing as soon as possible.

The TRIM Administrator and Records Manager contributes to the overall Mission of the Catholic Education Office by assisting the Head of Directorate Services in providing sound working knowledge of computerised electronic document records management systems – HP TRIM.

The terms and conditions of this position will be as per the Officer and Senior Officers (Archdiocese of Canberra and Goulburn Catholic Diocesan Schools) Collective Agreement 2012 – 2014.

Applicants **must address the selection criteria** and list three referees, one of whom must be a current employer.

Please see the following documents below to assist with your application:

- Duty Statement
- Selection Criteria
- Conditions of Employment

For further information, please contact Frances Neuss via email frances.neuss@cg.catholic.edu.au

Applications should be marked 'Confidential' and sent in PDF format to recruitment@cg.catholic.edu.au

Closing date: 20 November 2015



Duty Statement

POSITION TITLE: TRIM ADMINISTRATOR AND RECORDS MANAGER

REPORTS TO: HEAD OF DIRECTORATE SERVICES

DATE: NOVEMBER 2015

ROLE PURPOSE

The TRIM and Records Manager within the CEO will be responsible for all aspects of corporate records management in line with Government standards and legislative requirements. This will include developing, promoting, interpreting and applying records management practices across the CEO.

The position will manage and provide a high quality and reliable Records Document System including the maintenance of the TRIM system, including file creation, retention schedules, security, classifications schemes to establish user profiles and security access.

The position will monitor data quality and provide education, training and support to CEO staff on the TRIM system

PRINCIPAL RESPONSIBILITIES

- Manage and provide a records database of a high quality and reliability for the CEO. This includes CEO archives
- Provide guidance and advice on the management of TRIM and TRIM integrated applications
- Develop and maintain quality improvement measures for electronic records, including reporting on TRIM statistics and monthly quality reporting.
- Plan, develop, manage, monitor and review systems to ensure optimal use of resources.
- Provide advice, education and training in the use of the TRIM system
- Develop and maintain instructional material.
- Deliver training programs to internal staff
- Provide CEO SALT team with regular reports on usage of the TRIM package and identify risks.

- Understanding and knowledge of government legislation on the Electronic Document Management System
- Providing “help desk” support
- File Creation
- Retention schedules
- Allocating appropriate security and access controls
- Creation and Maintenance of report templates
- Storage and Archiving of electronic and hard copy records
- Monitoring, Creation and Maintenance of workflow processes
- Implementation of Trim Reports
- Data maintenance of Location profiles and Address Lists
- Other duties as directed by Head of Directorate Services



Selection Criteria

(to be addressed in your application)

1. Tertiary or relevant qualifications/ experience in records management and TRIM
2. Demonstrated experience in a records management program including the ability to develop and interpret and apply records management practices in line with Government standards and regulations.
3. Demonstrated experience in the management and maintenance of TRIM including file creation, retention schedules, security, and classification schemes to establishing user profiles and security access
4. Demonstrated project management experience, including the ability to train and motivate staff in the use of an electronic based records management system and promote the benefits of effective records management.
5. Well-developed organisational skills with strong customer focus and excellent analytical and problem solving skills.
6. Demonstrated experience in the review and management of all matters pursuant to the Government Standards and Regulations

PLEASE NOTE:

Applications should consist of the following:

1. One page cover letter
2. Resume or CV of no more than 2 pages
3. A statement against the selection criteria of no more than 4 pages
4. The names and contact details of 3 referees (one of which must be your current employer).



Conditions of Employment

1. The successful applicant will commence duties as soon as possible. This position is a full time on going position, subject to a probation period of six (6) months.
2. The successful applicant will be employed under the terms and conditions of the Officers and Senior Officers (Archdiocese of Canberra and Goulburn Catholic Education Office) Collective Agreement 2012 – 2014.
3. The Classification for this role will be Officer Band 1 Level 3 Step 1, annual salary \$86,282, plus superannuation.
4. Hours of work will be 8.30 to 5.00 p.m. Monday to Friday. On occasion, there may be a need for the staff member to work outside these times.
5. Staff Appraisal is conducted annually.
6. Annual leave is four (4) weeks per annum (pro rata). This is normally taken during school vacation periods.
7. Other entitlements are as per the Officer and Senior Officer Collective Agreement 2012-2014 located on the CEO Website at <http://cq.catholic.edu.au/>
8. The appointment of the successful applicant will be subject to satisfactory employment screening for child related employment in accordance with CEO policy. Compliance with the Working With Vulnerable People Legislation in the ACT and the Working With Children Check Legislation in NSW is compulsory for this position.



Employment Collection Notice

1. The Catholic Education Office (CEO) will generally collect personal information about an individual using forms completed by the individual, interviews and telephone calls.
2. In relation to personal information of an individual, the CEO's primary purpose of collection is to enable it to provide schooling for the student.
3. Some of the information we collect is to satisfy the CEO's legal obligations, particularly to enable the System to discharge its duty of care.
4. Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws with which the CEO complies as relevant.
5. The CEO may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school or previous employers.
6. Health information about a person is classified as sensitive information within the terms of the Australian Privacy Principles under the Privacy Act.
7. The CEO, on occasion, discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools; government departments or agencies such as the ACT and NSW educational and teaching Institutes, the Catholic Education Commission; the National Catholic Education Commission; the Archdiocese of Canberra and Goulburn and its parishes; other Dioceses or parishes, medical practitioners and people providing services to the schools.
8. The CEO has in place procedures to protect the personal information it holds from misuse, loss, unauthorized access, unauthorized modification or disclosure.
9. The CEO may utilise external providers to deliver certain services including 'cloud' data storage to the System and its staff and students. The CEO may store personal information in the 'cloud' which may mean that it resides on servers that are located outside Australia.
10. The CEO's Privacy Policy sets out how employees may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the CEO's duty of care to the staff or students, or where information is provided in confidence.
11. The CEO from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. Such information may also be disclosed to organisations that assist in the CEO's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. On occasion information such as academic and sporting achievements, student activities and school-related news is published in School and Diocesan newsletters, magazines or other publications and on the School, Catholic Education Office or Diocesan websites. Photographs of employee and student activities such as academic or sporting events, school camps and excursions may be taken for publication in newsletters and magazines and on our intranet.
13. The CEO's Privacy Policy outlines how an individual may complain about an alleged breach of privacy and how the System will deal with such a complaint.

The Catholic Education Office Privacy Policy can be viewed at
<http://www.ceocg.catholic.edu.au/employment/Pages/applications.aspx>