



BOULIA SHIRE COUNCIL

POSITION VACANT – 24/06/2025

Full Time – Records Officer

POSITION TITLE:	Records Officer
DIRECTORATE:	Corporate & Financial Services
DEPARTMENT:	Corporate Services
CLASSIFICATION:	Level 3.1
REPORTS TO:	Supervisor of Administration Services
AWARD and STREAM:	Qld Local Government Industry (Stream A) Award – State 2017 & Boulia Shire Council Certified Agreement 2024-2027
HOURS:	72.5 hours per fortnight
LOCATION:	Administration Office
REVIEW DATE:	24/6/2025

POSITION OBJECTIVES

The Records Officer position is responsible for supporting all Departments within Council in maintaining Council's electronic records management system (ERMS) MagiQ in accordance with relevant legislation, standards & Boulia Shire Council policies & procedures.

Duties will include but are not limited to:

- Registration/filing of all incoming & outgoing correspondence
- Supporting the Administration team in the implementation of the Customer Management System
- Preparation, maintenance & implementation of records archival/destruction schedules
- Act as the Right To Information/Public Interest Disclosure Officer
- Undertake & facilitate training as required
- Maintain access of ERMS in accordance with security processes
- Administration support as required/directed

DESIRABLE ATTRIBUTES

- Experience in Records Management & Local Government advantageous
- Knowledge or ability to acquire knowledge of relevant legislation
- Ability to immediately dedicate time to undertake training & document processes
- Effective time management skills
- High level of literacy/numeracy/computer skills
- Understanding of policies/procedures in a compliance framework
- Attention to detail, consistency & a motivated team player

Mandatory Requirements: C Class Licence

Base Rate of pay (72.5 hours per fortnight)	\$69,313.92
Locality allowance (single)	\$2,600.00
Superable wage (Base+OAP) 12%	\$8,317.67
Attract and Retention Allowance (pro rata)	\$2,500.00
Work Health and Safety Bonus (pro rata)	\$1,250.00
Total Annual Salary	\$83,981.59
Base Hourly Rate	\$36.7713

A comprehensive position description is available on council website or by emailing hr@boulia.qld.gov.au.

Position closes on Thursday 24th July 2025 at 12pm. Please email hr@boulia.qld.gov.au if you require further information.