

Position Description



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| Position title: | Scanning officer |
| Department: | Finance and business services |
| Classification: | EBA level 1.1 – 1.4 |
| Reports to: | Manager corporate information |
| Region: | North |
| Primary location: | Fawkner |
| Employment type: | Casual |

ORGANISATIONAL OVERVIEW

At the Greater Metropolitan Cemeteries Trust (GMCT) we believe in caring for your loved ones with dignity and kindness. Our 21 cemeteries and memorial parks are maintained in perpetuity, giving you, your family and future generations peace of mind.

Each year, we help more than 11,000 families – of all cultures and faiths – plan and prepare for funeral, cremation, interment and memorial services.

We are committed to maintaining these beautiful, restful and sustainable places to preserve and protect the memories and history they hold.

Vision

Lasting memories, peaceful places.

Mission

We provide the final care for your loved ones with dignity and kindness. We respect all peoples, our heritage, our communities and the environment.

Values

Our values underpin all that we do at GMCT. They define how we conduct our business and how our employees approach their work. GMCT's values are:

- compassion
- respect
- sustainability
- integrity

POSITION OVERVIEW AND PURPOSE:

Under the day-to-day supervision of the manager corporate information, undertake routine tasks required as part of the GMCT Digitisation Project.

REPORTING LINE:

This position reports to the manager corporate information and has no direct reports.

KEY RESPONSIBILITIES:

The role will have the following key tasks:

- Prepare paper records for scanning (either in-house or ready for sending to external digitisation service provider).
- Scan paper records, ensuring best possible images obtained.
- Quality check images provided by external digitisation service providers.
- Prepare scanned images for loading to our image silo or EDRMS.
- Index scanned records to ensure maximum retrieval possible.
- Reconstruct paper records (post scanning) as required.
- Arrange, box and list records (post scanning) for transfer to the contracted secondary storage provider, for temporary value records, or to the Public Records Office of Victoria (PROV) for permanent value records.
- Retrieve scanned records and assist with records searches as required.
- Contribute as a member of the team to the development of relevant policies, procedures and training materials.
- Assist with processing of incoming mail as required.

This role:

- will require manual handling of boxes. Suitable equipment is available to support this activity
- will require the use of a computer as well as digital scanning devices
- will require regular travel to GMCT sites outside of Fawkner. Car pool vehicles are available for this travel.

KEY ACCOUNTABILITES

Build a viable and sustainable organisation:

- Digitise GMCT historical records to ensure their ongoing preservation and availability.

Community, clients and stakeholders:

- Provide accurate information and advice and a high level of service to both internal and external customers.
- Demonstrate a collaborative and consultative approach to building and maintaining productive working relationship within the team and with internal and external stakeholders.

- Effectively communicate within the team and with internal and external stakeholders.

People and workforce:

- Participate in performance development programs, professional development and continuing education as it is made available by the organisation.

Governance and accountability:

- Ensure that services delivered are effective, efficient, coordinated and client-focused and consistent with GMCT strategic objectives.
- Ensure care and operation of key equipment is adequate and in line with appropriate standards.
- Adhere to all GMCT policies and procedures relevant to this role including meeting all audit and legal obligations.
- Create adequate written records of all decisions, actions, and business transactions undertaken as part of the duties of the role and maintain these records in accordance with GMCT records management policies and procedures and applicable legislative requirements.

Occupation health and safety/risk management

All employees, contractors and service providers are responsible for effective risk management including incident reporting, and ensuring that management is aware of risks associated with business operations.

All employees are to:

- understand and adhere to the OH&S policy, risk management strategy, policy and procedure
- assist their manager in identification, development and maintenance of the health and safety improvement action plan
- develop agreed and measurable success measures to support the health and safety management action plan and health and safety management strategy
- assist their manager in the input of risks, hazards or environmental risks into the risk register database
- implement hazard management practices in their daily activities
- report any injury, illness, asset of financial loss, hazard and near miss incident to their manager/ supervisor within 24 hours of detection in accordance with GMCT procedures
- comply with health and safety practices in accordance with the OH&S Regulations 2007, Victorian WorkCover Authority Codes of Practice and GMCT Safety Management Plan 2014.

KEY SELECTION CRITERIA:

Qualifications

- Appropriate records and information management qualifications (e.g. Certificate II in Business or other relevant certificate) will be highly regarded but are not essential.

Experience

- Good interpersonal and communication skills.
- Attention to detail that ensures accurate and up-to-date records are created and maintained.
- Demonstrated ability to work well both independently and as part of a team, and to consult with others as required.
- Demonstrated ability to learn and follow written procedures.
- Some experience in a records management environment is highly desirable but not essential.
- Some experience in the use of digital scanning equipment is highly desirable but training will be provided.
- Some experience in the use of a computerised database is desirable but not essential.
- Some experience with archival records is desirable but not essential.
- Understanding of, and commitment to, OH&S practices that ensure a safe and healthy working environment for staff and the public.

Technical

- A sound understanding of customer service delivery.
- Proficient in Microsoft Office suite of programs and in particular in Microsoft Excel. Previous experience with scanning of records is desirable but training will be provided.
- Current driver's license (note that the successful candidate will be expected to use GMCT pool cars for business purposes as required).

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| Verification: |
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The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

I have read and understood the requirements of this role:

Position holder:

Signature

Print Name

Date

Manager:

Signature

Print Name

Date