



JOB APPLICATION PACKAGE – RECORDS ADMINISTRATOR – PARENTAL LEAVE



About Aqwest

Aqwest is the trading name of the Bunbury Water Corporation

The Bunbury Water Board was formed in 1905 to obtain, treat and distribute water and has served the people of Bunbury for over 100 years. The move away from the historic Bunbury Water Board and the evolution of Aqwest occurred as part of the restructuring process in 1996/97.

Despite the updated image and streamlined structure, the tradition of delivering quality water at reasonable cost to the people of Bunbury continues with Aqwest.

Aqwest uses the latest technology and engineering know-how to produce and deliver high quality water for the expanding Bunbury community.

Location, Location, Location!

Bunbury is located 175km South of Perth on the beautiful South West coast of Western Australia and has an enviable lifestyle, fantastic climate, nearby wineries, outstanding restaurants and is surrounded by water on three sides including glorious beaches. It has all the modern entertainment and recreational facilities you would expect in a bustling and growing city. Bunbury has a rich pool of community and culturally diverse activities and is an exciting place to live and work.

Benefits

Short Guide to Employee Benefits

As well as competitive remuneration, AQWEST also provides and funds a number of health and welfare benefits to employees.

This short guide provides a summary of the conditions and benefits available at AQWEST.

HEALTH AND WELLBEING	
Influenza Vaccinations	Provided annually free of charge to all employees.
Skin Cancer Screenings	Professional skin cancer screening provided annually to employees.
Employee Assistance Program	<p>A fully funded service provided by Aqwest for employees and members of their immediate family to access counselling services.</p> <p>Any employee can access the service. Sessions are limited to four per family unit.</p>
Shower Facilities	Access to shower and change room for employees at the workplace.
Bicycle Racks	Secure racks are available for employees’ use.
WORKPLACE	
Induction Program	<p>All new employees participate in a comprehensive Induction Program that covers:</p> <ul style="list-style-type: none"> • Corporate Induction • Safety Induction • Human Resources Induction • Equal Employment Opportunity, Access and Inclusion
Flexible Work Arrangements	<p>Flexible work arrangements to assist employees to balance work and personal life are by arrangement between Aqwest and the employee.</p> <p>Arrangements include flexitime, which allows employees to alter start and finish times and have time off for other commitments.</p>
Lunchroom Facilities	Kitchen with full cooking facilities and a communal lunchroom are provided for employees.
Social Club	Aqwest provides a facility for employee payroll deductions of Social Club membership fees. Fees are \$10 per fortnight.
LEAVE	
Annual Leave	Consists of four weeks annual leave for twelve months of continuous service. Pro-rata for part-time staff.
Personal Leave	<p>Paid personal leave is available to employees for the following:</p> <ul style="list-style-type: none"> • Illness or injury. • Caring for immediate family or household members who are ill and require care. • Unexpected emergency affecting the staff member. <p>Personal leave accrues at one day per completed month of service and pro rata for part time staff.</p>
Compassionate Leave	Available in accordance with the Enterprise Agreement and National Employment Standards (NES).
Public Holidays	Paid leave on gazetted Public Holidays:

	<ul style="list-style-type: none"> • New Year's Day • Good Friday • Easter Monday • Christmas Day • Boxing Day • Australia Day • Anzac Day • Foundation Day • Queen's Birthday • Labour Day • Two additional public holiday days in lieu
Long Service Leave	Employees receive thirteen weeks of leave for ten years of continuous service. An additional thirteen weeks is available after each subsequent period of seven years of continuous service.

Vision and Values

To be an independent, viable, and competitive water utility in the Western Australian water industry.

Our Values



Accountability



Integrity



Respect



Transparency

Employment Conditions

Location	Water Services Centre – 5 MacKinnon Way, Bunbury
Conditions	Aqwest Enterprise Agreement 2017
Qualifications	Qualifications in Information Management (Desirable)
Salary Package	Level 5, commencing salary of \$ 82,508.00. Probationary period – Three (3) months from commencement date. Fixed Term Parental Leave Contract – expiry 30 June 2022
Superannuation	Aqwest pays the superannuation guarantee (9.50%) plus an additional 1%. The 10.50% is paid into a fund of the employee's choice.
Hours of Work	76 hours per fortnight plus reasonable overtime



Pre-employment	The recommended applicant(s) will be required to undertake the following: 1. Full pre-employment medical assessment 2. Psychometric test Costs will be met by Aqwest.
National Police Clearance	The recommended applicant will be required to provide a current National Police Clearance. Cost will be met by Aqwest.
Closing Date	5pm Wednesday 19 May 2021

Late applications will not be accepted.

How to Apply

To discuss this exciting opportunity further, confidential enquires may be made to Jacinta Fazey, People and Culture Coordinator on (08) 9780 9554 or email careers@aqwest.com.au

To be further considered for the role, please send a letter of introduction, comprehensive curriculum vitae, statements addressing the selection criteria and a copy of relevant qualifications to careers@aqwest.com.au. Applicants are required to provide a summary addressing each of the selection criteria in the position description. When answering the selection criteria, using examples from your previous experience is highly recommended.

Applications must be submitted to careers@aqwest.com.au



Preparing your Application

Aqwest is an equal opportunity employer. All applications for a position will be assessed against the Selection Criteria, shown in the position description.

Only those applicants who specifically address the selection criteria for the position will be considered for an interview.

Your application should include the following documents:

Addressing the Selection Criteria	<p>Please address each element of selection criteria listed in the Position Description as attached. No more than 3 pages in total.</p> <p>The key is to:</p> <ul style="list-style-type: none">• Demonstrate capability by providing evidence of how you meet the selection criteria.• Provide specific and relevant details.• Where possible, include an indicator of success or a result.
Covering Letter	<p>The covering letter gives you the opportunity to introduce yourself. Include brief information about your experience and skills. (1 page maximum)</p>
Comprehensive Curriculum Vitae	<p>Your resume (or curriculum vitae) should include your personal details, all relevant work history and education, training courses, qualifications and professional memberships.</p> <p>When listing your relevant work history, you should start with the current or recent position. You should also include dates/period of employment and duties and responsibilities for each position.</p>
Formal Qualifications	<p>Photocopies of relevant qualification(s) or academic records should be attached to your application. Please do not submit originals.</p>
Referees	<p>You will be requested to provide referee contact details if you are shortlisted for interview.</p>



Our Selection Process

Fairness and Equity

Aqwest seeks to build a diverse workforce and is committed to ensuring that our recruitment and selection process is always fair and equitable.

Selection for Interviews

A panel will shortlist applicants for interview. This process may take up to two weeks after the closing date.

If you are selected for an interview, Aqwest will contact you to organise a mutually convenient time to be interviewed. All interview questions will be based on the selection criteria for the position.





During the Interview

Each applicant will be interviewed by the same interview panel and assessed in the same manner.




Interview Outcomes





All candidates will be contacted within a few weeks of the interview.










Aqwest – Position Description				
Position Title	Records Administrator	Classification	Level 5	
Reports To	General Manager Business Services			
Direct Reports	Nil			
Our Values	 Accountability	 Integrity	 Respect	 Transparency






Qualifications/Certificates/Licences	Behaviours/Competencies
	Providing Leadership Giving Support Processing Details Evaluating Problems Structuring Tasks Investigating Issues

Position Objective
<ul style="list-style-type: none">  Develop, maintain and enhance the Records Management System at Aqwest.  Provide support to the Executive Team and provide assistance to the Executive Assistant as required.  Create and support the most efficient, one team approach and structure aligned to the Aqwest corporate vision: <i>"To be an independent, viable, and competitive water utility in the Western Australian water industry."</i>




In this role you will:
<p>The key responsibilities of this role include, but are not within reason limited to, the following:</p> <p>Specialist Services</p> <ul style="list-style-type: none">  Develop, maintain and enhance the Records Management System, including the co-ordination of upgrades.  Provide technical support for data management and reporting systems.  Record inward and Corporate email.  Maintain central filing system.

-  Co-ordinate the daily works for Records Support Officer.
-  Audit the records database and network drives to ensure integrity.
-  Ensure compliance with State Records requests.
-  Deliver records application training.
-  Coordinate the update of the documents within the Records Management Process Area of the Business Management Framework
-  Annual Review of Records Management Disaster Plan.
-  Annual records disposal and permanent archive process.




Executive Support

-  Attendance and minute taking at Board, Executive and Committee Meetings, as required.
-  Develop, maintain and enhance key documents as required.
-  Maintain registers and templates.
-  Assist, support and relieve the Executive Assistant as required.
-  Coordinate, maintain and enhance all communications on the Aqwest Intranet and Aqwest Website with key stakeholders.










Customer Service

-  Respond to internal and external customer enquiries (front counter, telephone and written) relating to the Records and Executive functions within Aqwest.
-  Support the Business Service Team in the delivery of operational activities as required.
-  Provide excellent customer service and technical expertise for internal and external customer enquiries.

Other

-  Provide proactive support and guidance in maintaining consistency in the internal performance reporting processes and compliance procedures.
-  Positively participate in Aqwest processes, policies, working groups and other initiatives.
-  Adhere and comply to workplace health and safety, integrated management systems and record keeping polices, procedures and practices.

The duties contained in this Position Description are to be used as a guide for the position.

Skills/Attributes and Experience (Selection Criteria)	
<p>Essential</p> <ul style="list-style-type: none">  Extensive experience within administration services, with particular focus in records management.  Demonstrated experience and knowledge of information management practices and principles.  Demonstrated high standard of communication skills (both written and verbal).  Excellent ability to research and apply policy and legislative requirements.  Demonstrated understanding of risk and compliance monitoring and reporting.  Ability to utilise contemporary software including the Microsoft Office package to full capacity. 	<p>Desirable</p> <ul style="list-style-type: none">  Demonstrated knowledge and previous experience in the application of legislative requirements within the utilities sector.  Previous administrative experience within the utilities and/or local government sectors.  Formal Information Management qualifications.

Document Revision Table			
Document File Name	Records Administrator (Fixed Term Parental Leave)		
Document Review	Annually		
Security Level	Confidential		
FOI	Restricted. Not available to the public (unless advertising).		
Approved	Gary Hallsworth	Chief Executive Officer	
Internal Distribution	All Staff		
No.	Date	Revision Description	Author
1	04/05/2021	Version 1	People and Culture Coordinator