

Position Description

POSITION	: Digitisation Assistant
REPORTS TO	: IRM Lead
EMPLOYMENT TYPE	: Fixed Term, full-time
LOCATION	: Alexandra (main council offices)

Purpose

To provide digitisation (scanning) services to support the accurate processing of documents and records into Council's official Documents and Records Management System (MAGIQ Documents), in accordance with the Public Records Act 2005, Archives New Zealand Information and Records Management Standard 2016, the Contract and Commercial Law Act 2017, the Privacy Act 2020 and to meet the needs of the organisation.

Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.


Be
Respectful


Work
together


Be
courageous


**Me manaaki tētahi ki tētahi, me
pakihiwitahi te tū – kia haere tahi ai tātou**

Respect each other, stand shoulder to shoulder – so that we may travel on this journey together

Key Objectives

1. Digitise Council's documents and records as specified by Council's document and records management systems and procedures to ensure digitised information is available to the organisation and customers.
2. Ensure that all Council documents and records are stored correctly within the approved systems and meet quality and metadata standards.
3. Ensure that personal information is collected, used and shared lawfully and effectively for the purposes connected with Council's functions or activities.
4. Assist with efficient and effective records management that delivers effective information management to the organisation and customers.

5. Maintenance of inactive paper records and archives, cataloguing, disposition/destruction, digitisation, and various other duties related to information and records management.
6. Assistance with digital technology related tasks and projects and various other duties related to information and communication technology management.
7. Take responsibility for the personal well-being and health management within the workplace. Be responsible for Health and Safety requirements as per Council's Health and Safety Manual.
8. Other duties as required from time to time at the request of the IRM Lead, Chief Information Officer, Group Manager – Business Support or CEO.

Key Accountabilities

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out in a successful manner when:

1. Excellent customer service and communication is always provided.
2. Professionalism always achieved.
3. All requests for service, incidents, problems, changes, and projects are recorded and carried out to a level that meets the needs of the stakeholders. Documentation is maintained to a level that meets the needs of the stakeholders and minimises the risk to Council.
4. Documents and records are managed and digitised to Archives New Zealand, Contract and Commercial Act Law and Council standards.
5. Report health and safety accidents in a timely manner.
6. Other duties are carried out as agreed with the IRM Lead.

Delegations

1. Decisions made are within the authority delegated by the IRM Lead.
2. Have approved delegated authority for purchasing as per the delegations register.

Position Requirements

Experience/Knowledge

- Experience in processing records digitally/scanning will be an advantage
- An affinity for performing routine administrative duties
- Sound working knowledge of the Microsoft Office suite
- Ability to display written and verbal communication skills
- Proven analytical and problem-solving skills with the ability to research issues, interpret and analyse information, determine an appropriate course of action, and provide sound advice, options or recommendations
- Valid Driver's Licence

Specific Skills

- Using computers and computer systems to enter data and process information
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, or other relevant office procedures
- Excellent communication – written and oral
- Logical and analytical approach to problem-solving
- Strong focus on customer service

Competencies

- Ability to achieve targets while working under pressure
- Good organisational, planning and project management skills including time management - a proactive, goal orientated and focused approach to the tasks and responsibilities associated with this role
- Able to prioritise workload
- Attention to detail, the ability to identify and perceive visual detail rapidly and accurately
- Ability to achieve results following rules and procedures
- Ability to work with a minimum of supervision
- Conscientious
- Experienced at working in a team orientated, collaborative environment
- Flexible/agile
- Good interpersonal skills with a focus on questioning and listening skills
- Highly motivated and self-directed
- Proactively shows initiative and is motivated for continual improvement and innovation
- Good sense of humour
- Committed to ongoing learning of new technologies and skills quickly with minimal oversight
- Ability to embrace future development to the organisation

Relationships

External

Consultants
Public
Service Providers
Software Providers
Vendors/Suppliers

Internal

Chief Executive Officer
Group Manager – Business Support
Chief Information Officer
IRM Lead
Information Services Team
Activity Managers
Staff