



# NEW SOUTH WALES ABORIGINAL LAND COUNCIL

**Senior Workplace Officer**

**Parramatta Location**

**Salary Range \$74,773 to \$90,478 plus 9.5% super and other benefits**

## **The Opportunity**

The Senior Workplace Officer acts as a subject matter expert and is responsible for the professional delivery of records, file management advice, mail, records disposal programs and record keeping compliance in accordance with the State Records Act.

## **To be successful in this role, the Senior Workplace Officer will need to have:**

- Tertiary qualifications in relevant discipline or equivalent experience.
- Demonstrated knowledge of TRIM context.
- Demonstrated experience in developing and implementing records management strategies and procedures.
- Demonstrated ability to plan and prioritise tasks on both an individual and team level and achieve deadlines whilst maintaining quality and standards.
- Demonstrated high level organisational skills and Project Coordination experience.
- Knowledge of and ability to implement the State Records Act 1998.

## **About us**

As the State's peak representative body in Aboriginal Affairs, the NSWALC aims to protect the interests and further the aspirations of its members and the broader Aboriginal community. NSWALC is a not for profit organisation. More information about NSWALC can be found at [www.alc.org.au](http://www.alc.org.au)

## **To apply for this position**

Please obtain a copy of the recruitment package containing the Role Description and Success Profile by contacting Kody Boney by email: [recruitment@alc.org.au](mailto:recruitment@alc.org.au) or on (02) 9689 4490. Applications close **5.00 PM Wednesday, 1 November 2017** and can be forwarded to [recruitment@alc.org.au](mailto:recruitment@alc.org.au)

**Job Status:** Ongoing (Permanent)

**Job Reference:** 0022

**Applications from Aboriginal people are strongly encouraged**