



Records and Information Management Administrator

APS 5, \$78,244 - \$82,923

Melbourne

Fixed Term Contract (12 months)

About us

At the Australian Building and Construction Commission (ABCC) we work to ensure the building industry is fair, efficient and productive. Our improved workplace relations framework benefits all industry participants and the Australian economy.

We work to achieve this framework by providing assistance, advice and education to the industry; monitoring and promoting compliance with relevant laws; undertaking enforcement activities; and using information and analysis to inform decision making.

About the Position

The Records & Information Management Administrator will take a lead role in ensuring staff are trained in and consistently implement the appropriate records management processes in their daily work to ensure our compliance with relevant legislation and will be accountable for organising their workflow and making independent decisions relating to their area of responsibility.

The successful candidate will be responsible for assisting in the development of policy documents for review and publication and co-ordinating a small team of administrative assistants who will be tasked with assisting in coordinating the function.

The incumbent will have a strong background in administration, an ability to manage multiple tasks and assist with coordinating activities, often within tight deadlines. The successful applicant will be highly organised and have excellent written and oral communication skills.

At the ABCC, we recognise, appreciate and seek to harness our people's individual skills and talents. You will thrive in our vibrant, down to earth yet stimulating environment that empowers our people to succeed.

What you'll need to succeed

- Well-developed project coordination skills, with a strong attention to detail.
- Well-developed problem solving ability.
- Proficiency in the use of HPCM or a similar records management system.
- Highly effective oral and written communication skills, along with a proven ability to engage with stakeholders at all levels.
- The ability to show initiative, and exercise sound personal judgement in a confidential manner.

What you'll get in return

We recognise the increasing importance of flexible work options and family friendly work practices in maintaining a diverse, adaptive and high performing workforce. Not only will you receive high quality training and support (both formal and on-the-job), but we also offer an attractive base salary of \$78,244 plus 15.4% superannuation (pro-rata).

What you need to do now

If this sounds like the perfect opportunity for you, click Apply Now or contact Chris Cahill, Manager - Business Services, on (03) 8509 3093 for more information.

It is important that applicants view the full candidate information kit, available on the jobs list portal, before applying.

To be eligible for employment all preferred candidates are required to undergo pre-employment screening. Screening checks include character, security and health clearances. Some positions may require additional checks to be performed and require a security clearance.

For more information about the position and how to apply, please visit <https://www.abcc.gov.au/current-vacancies>.

Applications close 11:30 pm, Wednesday 20 March 2019.

WEB LINK