



GOLDFIELDS LAND AND SEA COUNCIL

Aboriginal Corporation (Representative Body)

ABN 54 489 243 524 ICN: 364

14 Throssell Street, Kalgoorlie, WA 6430

PO Box 10006, Kalgoorlie WA 6430

Telephone: (08) 9091 1661 Fax: (08) 9091 1662

Website: www.glc.com.au

Selection Criteria Records and Information Coordinator

Essential Skills

- A minimum Bachelor's degree in Business Information Systems. Additional Honours study will be highly regarded;
- Professional membership with RIM Professionals Australasia;
- Previous experience will be highly regarded, but not essential;
- Comprehensive knowledge in developing legal information management practices, resources and methodologies;
- Strong skills in developing electronic research storage solutions;
- Ability to interpret complex legal and court proceedings to ensure files are stored accurately;
- Ability to interpret sensitive research and extrapolate key themes to ensure accuracy of storage and ease of retrieval;
- Be able to seek advice when needed;
- Excellent technological/computer skills;
- Must be highly organised;
- Possess excellent administrative skills;
- Ability to train staff;
- Ability to develop well-thought out procedures;
- Ability to accept constructive feedback;
- Excellent written and verbal communication skills; including the ability to communicate effectively and respectfully with Aboriginal people;
- Ability to adhere to confidentiality and privacy requirements;
- Ability to form and develop relationships;
- Maintain confidence and discretion;
- Work methodically, accurately and neatly;
- Hold strong time management skills with the ability to prioritise tasks;
- Commitment to continuous improvement and CPD; and
- Commitment to following GLSC policies and procedures including work health and safety.

Competencies:

To perform the job successfully, an individual should possess the following qualities and skills:

✓ Analytical	✓ Problem Solving	✓ Relationship Building	✓ Co-operation
✓ Team Spirit	✓ Leadership	✓ Change Management	✓ Delegation
✓ Quality Assurance	✓ Cost Consciousness	✓ Diversity	✓ Ethics and respect
✓ Strategic Thinking	✓ Good Judgment	✓ Motivation	✓ Professionalism
✓ Dependability and Punctuality	✓ Innovation	✓ Initiative	✓ Safety Consciousness