



POSITION DESCRIPTION RECORDS MANAGEMENT ADMINISTRATOR

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Section 1. School Identification

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, incorporating an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Position Title

Records Management Administrator

Section/Department/Learning Area

Corporate Services

Workload and Tenure

Full-time (1.0FTE). Fixed term (1-year contract). Appointment is subject to the satisfactory completion, by the appointee, of a six (6) week probationary period, to standard acceptable to the College.

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistants and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team (SLT) comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Director of Christian Formation, Director of Community Engagement and the Director of Information Technology (IT).

The Records Management Administrator reports to the Director of Corporate Services.

Section 6. Responsibilities and Duties

Overview

The Corporate Services department provides, manages and supports all the College's corporate processes and in addition provides administration and support assistance to teaching staff and students at Kingsway Christian College. The department is the business owner of all the College's business process systems, performing and providing process support and ensuring the efficient & effective use of those corporate systems., and with the Principals Office being the primary process owner of the College's records.

The Role

The Records Management Administrator is to daily collaboratively interact with both the Directors of Corporate Services and Information Technology, to execute the Senior Leadership Teams (SLT) strategic and operational requirements of records management across the College's Records Management and processes. As such the Records Management Administrator is to assess our compliance to document and implement industry best practise records management business processes across Kingsway Christian College departments and systems, whilst assisting users so that business processes are appropriately and consistently executed, and records data quality is maintained.

This role is to ensure the integrity, confidentiality, and accessibility of all records, supporting the school's administrative and educational functions.

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community.
- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with staff, students and parents.
- Striving for excellence in performance and participation.
- Acting in the best interests of the College, the Association and its ethos.

Key responsibilities

- **Records Retention & other Policies:** Review the alignment of Record Retention across the College to the new policy, engaging and assisting relevant areas whose policies/documents may be affected by the Records Retention Policy to address they are updated.
- **Records Maintenance:** Assess and document the College's record management across all process aspects of students, parents, association and staff, to include areas such as enrolments, media, student & parent administration, Kingsway association, Principal's office, finance, human resource and academic information.
- **Compliance:** Ensure all records management practices comply with federal and state regulations, including privacy laws and educational standards.
- **Data Sensitivity and Access Control:** Review and define data sensitivity labels and access control to records, ensuring that only authorized personnel can view or modify sensitive information.
- **Audit Preparation:** Review criteria and define procedures for records management audits by ensuring all records are complete, accurate, and readily available.
- **Archiving:** Develop and implement archiving procedures across the College, ensuring records are stored securely and can be retrieved when necessary.
- **Reporting:** Develop and generate reports that provide a data analysis of the current state of records management and reports to be used to support the management of records going forward.
- **Training and Support:** Develop user guides and provide training & support to staff on records management policies and procedures, covering how they are to input and manage data in the school's records management system, to ensure accuracy and compliance with relevant regulations.
- **Technology Integration:** Work with the Director of IT and IT staff to integrate new technologies and systems that enhance records management retention and arching processes.

Section 7. Selection Criteria

Pre-requisites

1. Working With Children Check clearance.
2. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

Essential

1. Education: A qualification in records management retention &/or archiving or a related field.
2. Experience: Previous experience in records management retention &/or archiving, preferably within an educational setting.
3. Knowledge of relevant legislation and regulations.
4. Proficiency in records management software and Microsoft Office Suite.
5. High ethical standards and a commitment to maintaining confidentiality.
6. Strong organisational and time-management skills.
7. Excellent attention to detail.
8. Strong communication and interpersonal skills.
9. Ability to work collaboratively with staff and administration.

Desirable

1. Experience in performing complex business processes and managing of those processes' records.
2. Experience in engaging and working across a range of software solutions in the implementation of records management.
3. Experience working in a school environment would be considered advantageous but not essential.

Section 8. Application

Please forward your application to HR@kcc.wa.edu.au

Applications must include the following:

- Admin & Support Staff Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form and full details of this position are available on the College [website](#) or by contacting HR on 9302 8777 or HR@kcc.wa.edu.au .

Applications Close: 12 noon, Thursday 24 October 2024

Peter Burton
Principal
October 2024