

Job Description

Title	Administrative Officer (Records)
Incumbent Name	New position
Category	Administration and Support Services
Reports to	Secretary Council
Location/Campus	Kukum Campus /Vice Chancellor Office
Direct Report	Administration Officer
Summary of Duties	This position is created to proactively provides, develop and support a culture of high quality records management practice across the University and to put in place support systems and practices which facilitates regulatory compliance with relevant laws of Solomon Islands and applicable policies of the University.
Detailed Roles & Responsibilities	
Fostering best practice	<ul style="list-style-type: none"> • Lead the Records Management Section (RMS) to ensure that a high quality customer-focused and continually improving service is delivered to the University. • Lead the University's response to information legislation requests to ensure that these are dealt with efficiently and effectively in line with the legislation and best practice guidelines. • Contribute to the records management profession (within and beyond the HE sector) to ensure that University approaches and practices remain up to date, to influence professional developments, and to enhance the University's reputation. • Monitor compliance in line with SINUs Records Management Policy, • Ensure there is understanding with the Faculties, Departments and Divisions of the in line with safe keeping and disposal of records, • Use knowledge of records processes and systems to advise the staff within the Faculties and Departments. • Assist in the promotion and general awareness of good records management practices within the University.
Documentation	<ul style="list-style-type: none"> • Take charge of the Records Services staff in developing tailored information for the University, such as identifying the key documents that need to be kept, and those that can be safely disposed of; • Provide appropriate documentation for departmental records that have been destroyed for the purposes of internal and external auditing as required.
Record Transfer	Facilitate the transfer of records of value within the department to Records Services at the Vice Chancellors Office.
Records Disposal	Facilitate the authorised destruction of records of low value within the department.
Liaison	<ul style="list-style-type: none"> • Act as the University contact on records management issues and liaise with Faculties and Departments Records Services as required. • Liaise with other organisations and institutions on collaborative measures and initiatives to share ideas and knowledge on records management.
Networks	<ul style="list-style-type: none"> • Engage regularly with other Departmental Records Officers within the Division. • Represent the department at any Records Officer Network meetings and training sessions.

	<ul style="list-style-type: none"> • Facilitate cooperation from all staff with records management through a suitable forum, such as the departmental meeting. • Contribute to the external policy debate on information legislation issues to influence future legislative and regulatory requirements. • Proactively identify and monitor legislative, policy and best practice developments and trends which may impact on the University, and initiate strategies to respond to them.
Workplace safety	Contribute to a safe and healthy workplace by complying with Workplace Health and Safety legislation, codes of practice, standards and policy and procedures and participating in risk management and corrective action programs
Expected outcomes	<ul style="list-style-type: none"> • Staff are informed about records management. • Records management problems in the University, its Faculties and Departments have been identified and action taken to resolve them. • The department complies with the University Records Management Policy and related guidelines
Minimum Qualification	<ol style="list-style-type: none"> 1. To be considered for this position, applicants must have a good bachelor's degree in Information Systems, or any of the sciences, accounting or economics. 2. Knowledge of recordkeeping legislation, principles, systems and practices and their application in a large organisation (in particular business classification schemes, retention and disposal schedules, and security requirements would be well regarded). 3. Experience in educating staff and/or an ability to promote the development of recordkeeping competence by sharing knowledge and skills. 4. An ability to research and analyse record keeping issues, make recommendations and develop a range of practical solutions. 5. Well-developed interpersonal and written communication skills with a demonstrated ability to resolve conflict and deal tactfully with clients. 6. Applicants must have very good health and be able to lift and move documents for filing and archiving purposes.