



POSITION DESCRIPTION

Position Title:	Records Assistant
Reports To:	General Counsel
Location:	Leichardt
Parameters:	Casual
Date Prepared:	June 2020
Approved By:	Executive Director

Context

The Institute of Sisters of Mercy of Australia and Papua New Guinea (the Institute) is a religious congregation of Catholic women who endeavour to advance the Reign of God by engaging in the spiritual and corporal works of mercy.

In all aspects of their lives, Sisters of Mercy are motivated by the Gospel of Jesus Christ and inspired by the founding vision of Venerable Catherine McAuley who, with two companions, began the Order of Mercy in Dublin in 1831.

Sisters of the Institute are governed by an elected Leader and Council (the Leadership) and serve individually in a variety of ministries. The Institute itself is responsible for a large number of incorporated works in the areas of health and aged care, education, social welfare and digital communication.

For the most part, the incorporated works are governed and staffed by lay women and men. Their commitment and professionalism continue to enliven the tradition of Gospel service inherited from Catherine McAuley.

Concerning its day to day administration, the Institute is served by a dedicated team of people who deliver a broad range of professional and administrative services from a number of locations throughout Australia and Papua New Guinea. These employees work closely with their colleagues, the Executive Director ISMAPNG, the Leadership and the Institute's communities.

There is an expectation that all employees will consistently respect and uphold the workplace values of the Institute which are:

- Integrity
- Hospitality
- Unity of purpose
- Diligence
- Respect for all



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Primary Purpose of the Position

1. To assist in the management and retrieval of records related to claims received by the Institute from a number of different pathways:

- Civil claims and alternative dispute resolution procedures
- Litigation and court-related procedures
- Direct claims for compensation
- Redress claims brought under the National Redress Scheme

2. To conduct searches of information and historical archive records and upload/download files and information as required.

3. To respond to queries as determined by the legal team, sourced through archival searches. Take direction from the Archives team as to relevant records.

Reporting Relationships

<u>Direct Reports</u>	<u>Indirect Reports</u>
<ul style="list-style-type: none">• nil	<ul style="list-style-type: none">• nil

Key Relationships

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none">• General Counsel• Paralegal• Group Manager – Archives & Heritage (note that other members of the Archives Team will also provide direction and guidance on site)	<ul style="list-style-type: none">• Nil

Key Accountabilities and Responsibilities

- Retrieval of records in response to requests, completion of requests and record keeping in relation to same
- Searching of paper records, archival registers and digital copies as required and under instruction
- Matching, cross-referencing and comparing information between different sources
- Scanning, copying or sharing of information via email, confidential shared drives or share point online sharing systems
- Uploading and downloading of files and redaction of information where required



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Qualifications, Experience & Competencies

Essential

- Experience in records retrieval, preferably in a legal, archives or collections setting
- Attention to detail and familiarity with standard practices for the care of historical records
- Ability to work independently and thoroughly within tight deadlines and raise questions or make suggestions where required
- Demonstrated understanding and commitment to confidentiality and discretion in handling sensitive information
- Familiarity with document management practices, MS Office suite, including Outlook, Adobe, Excel and Word and file-sharing software
- Good communication skills, both verbal and written
- Self-motivation and initiative to recommend alternative methods of practice
- Personal resilience, ability to work autonomously and manage competing priorities
- A commitment to uphold and support gospel values and mercy ethos.

Desirable

- Qualifications in paralegal fields of study
- Awareness and understanding of legal and court processes, including litigation requirements

Values & Formation

- Demonstrate values and behaviours that are in line with the values and ethos of ISMAPNG
- Actively participate in Mercy formation available within the Institute.

Safety of Children and Vulnerable People

ISMAPNG is committed to ensuring zero tolerance of abuse in all its forms by creating a culture of safety and respect for all, including prioritising the safety and best interest of all children and vulnerable adults with whom we have contact. All staff and those who work with us are expected to take all reasonable steps to ensure the protection of children and vulnerable adults and to comply with our safeguarding policies and procedures, including responding to and reporting all suspicions and allegations of abuse.

Staff who have interactions with children through their role must have a valid Working with Children Check. All other staff, prior to commencement, must have a valid National Police Check.



POSITION DESCRIPTION

Workplace Health and Safety

- Identify and respond to any safety issues
- All WHS accountabilities and responsibilities relevant to the position as defined in WHS/P – 004 Structure and Responsibilities in the WHS Management System.

Other Matters

- All employees and contractors are required to comply with the policies and procedures adopted by the Institute
- This Position Description is subject to the Standard Terms and Conditions of this contract and any Letter of Offer relating to the position
- This Position Description is not intended to be all inclusive. All employees are expected to undertake other tasks and take on other responsibilities reasonably required to meet the Position Objective.