



ACT

Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Division: Policy and Cabinet

Business Unit: Territory Records Office

Section: ArchivesACT

Position Number: P05755, several

Classification: Administrative Services Officer 4

Location: Mitchell ACT

Last Reviewed: 13/08/2026

Position Title: Records Project Officer /
Sentencing Officer

Position Requirements: This position requires the ability to work in a manual handling environment. A current driver's license (C-Class) is essential (provisional license accepted).

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

The ACTPS is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well as demonstrate the related signature behaviours.

DIVISION OVERVIEW

Policy and Cabinet is a dynamic, agile and strategic division that provides advice, support and direction across the ACT Public Service on complex policy matters, incorporating a central agency strategic and coordination role in strategic planning, infrastructure planning, social and economic policy, spatial planning, regional policy and engagement, government accountability and cross-government regulatory reform.

Policy and Cabinet supports the Chief Minister, Cabinet, and the Head of Service as Secretary of Cabinet and Chair of Strategic Board, through the provision of policy and support, including Cabinet secretariat functions and advice.

Policy and Cabinet supports the Chief Minister when representing the ACT at intergovernmental forums, notably the National Cabinet and the Council of Capital City Lord Mayors. The Division manages and coordinates the ACT's relationships with other jurisdictions, most significantly with the Commonwealth, NSW, Australia's other capital cities and NSW Councils surrounding the ACT.

The Division is also home to Branches that lead whole of government priorities such as the ACT's wellbeing framework and the Territory Records Office.

BUSINESS UNIT OVERVIEW

Under the responsibility of the Minister for the Public Service, the [Territory Records Office](#) is the recordkeeping regulator and archives authority for the ACT Government. The Office assists Territory agencies to meet their records management requirements as set out in the Territory Records Act 2002 and provides policy leadership and strategic direction on information governance and access issues across the ACT Public Service.

The Office supports the Director of Territory Records to exercise functions under the Territory Records Act 2002, including by setting standards for records management, authorising the disposal of and promoting access to Territory records, monitoring the performance of records management across government and promoting good governance in an open government environment.

ACT Heritage Library

The ACT Heritage Library helps tell the stories of Canberra and its people. The ACT Heritage Library collects, preserves, promotes and provides access to the documents that record the lives of Canberrans at home and in the wider community. Materials include books, maps, photographs, manuscripts, journals, records of local organisations and individuals and ephemera. Services include local history reference services.

ArchivesACT

[ArchivesACT](#) assists members of the public to have access to ACT Government records that are more than 20 years old. Located at Buildings 6 and 7, 9 Sandford Street Mitchell, ArchivesACT staff work with agencies across the ACT Government to promote and provide public access to government archives.

Operationally, ArchivesACT also provides a full range of high-quality, cost-effective records management and mail distribution services to the majority of ACT Government. These services include:

- Creation and retrieval of records.
- Management of on-site storage requirements and third-party storage accounts.
- Provision of records management advice and assistance.
- Sentencing and appraisal of records.
- Secure storage and destruction of records.
- Digitisation of physical records, including high-quality digital capture, metadata creation and secure handling of original materials.

ACT Government Mailroom

The ACT Government Mailroom provides mail delivery services to all directorates. Utilising mail tracking systems and electric vehicles, the mailroom is a modern, efficient and environmentally focused operation, ensuring services are delivered in a timely and secure manner. The mailroom is located at Building 4, 9 Sandford Street, Mitchell.

POSITION OVERVIEW

The Records Project Officer / Sentencing Officer is primarily responsible for supporting the day-to-day business needs of essential records management services for ACT Government including record creation and retrieval, customer enquiries, storage management, digitisation activities including scanning and file preparation, and authorised disposal of records. The role also involves project-based work and contributes to the planning coordination and delivery of operational and strategic initiatives. The position operates in a manual handling environment and requires strong commitment to accuracy, teamwork and safe work practices.

The position is flexible and includes a requirement to provide support to the ACT Government Mailroom and ArchivesACT where operational needs arise, ensuring continuity of services to our stakeholders and the public.

WHAT YOU WILL DO

1. Support archival operations by assisting with file creation, retrieval, storage management, records sentencing and appraisal, authorised disposal and the safe handling of records.
2. Maintain accurate data entry and documentation across records and digitisation systems, including Content Manager and other operational tools.
3. Provide responsive customer service by managing enquiries received through ServiceNow, email or telephone.
4. Contribute to planning, coordination and delivery of project-based work, including operational improvement initiatives.
5. Undertake digitisation of physical records to preservation standards, including preparation, scanning, metadata creation and quality assurance.
6. Sort, examine and deliver ACT Government mail in accordance with secure handling procedures.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated knowledge of government information, records and/or archives management practices and the application of governance and records management frameworks, guidelines or procedures.
2. Developed oral and written communication skills to engage with a range of stakeholders.
3. Ability to follow business processes and systems in a client orientated team environment.

Behavioral Capabilities

1. Good ability to understand and undertake tasks with minimal supervision and as part of a team.
2. Curiosity and a willingness to learn and contribute to improved ways of working, as part of a collaborative team.
3. An understanding and commitment to the ACT Public Service values, workplace health and safety and inclusion and diversity principles and practices.

Compliance Requirements / Qualifications

- Ability to work in a manual handling environment, including lifting, moving and handling physical records and archive boxes.
- Experience with and understanding of electronic document management systems would be an advantage.
- A current driver's license (C-Class or provisional) is essential.
- This position may require a pre-employment medical.
- This position does not require a Working with Vulnerable People check.
- This position does not involve direct supervision of staff.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role Records Project Officer / Sentencing Officer (P05755, several) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Never
Sitting at a desk	Frequently
Standing for long periods	Frequently

Designated workstation	Occasionally
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STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never

Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required	Frequently