

TOWN of CLAREMONT Information Pack



Position	Information Management Coordinator
Salary	\$90,319 to \$96,604 per annum (Depending on skills and experience) Plus 15% superannuation, eligible for RDO.

The Town is seeking a motivated and experienced full-time Information Management Coordinator. This pivotal role leads the administration, maintenance, and continuous improvement of the Town's records and information management practices. You will ensure compliance with modern legislative frameworks while supporting information access, privacy, and selected governance processes. Key responsibilities of the position include:

- Leading the administration and maintenance of the Town's Electronic Document and Records Management System (EDRMS).
- Acting as the Town's Freedom of Information (FOI) Officer.
- Leading compliance with the *Privacy and Responsible Information Sharing Act 2024*.
- Refining processes for responsible information sharing and investigating privacy incidents or complaints.
- Providing specialist advice to employees and delivering inductions and training to promote compliant recordkeeping.
- Reviewing the Town's Record Keeping Plan, procedures, and disposal authorities.

To be successful in this role, you will require demonstrated expertise in the *State Records Act 2000*, *Privacy and Responsible Information Sharing Act 2024*, and *Freedom of Information Act 1992*. Advanced experience with EDRMS and Microsoft applications, plus the ability to engage, influence, and train staff across the organisation to improve recordkeeping culture. Prior experience in a similar role, ideally within a local government environment.

The Town of Claremont is a progressive local government that was established in 1898 for the picturesque riverside suburbs of Claremont and Swanbourne. It is a busy and forward focused local government with dedicated staff who are committed to making a difference at a local level. The Town was ranked Number 1 local government from the MARKYT Community Scorecard, as voted by their community in the 2023/24.

The Town offers great benefits such as a health and wellbeing program, additional superannuation contributions, flexible working arrangements, RDOs, free onsite parking and free access to an on-site gym and to the Claremont Aquatic Centre.

Applications close Sunday 29 March 2026, at 5pm. The Town is an equal opportunity employer that values a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds and those with a disability to apply.

Please direct all enquiries to HR Team Member (9285 4300). Early applications are highly recommended as the Town will interview suitable candidates prior to the closing date.





Completing your application

In order to be considered you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

What your application must include

Cover letter

A covering letter is required and should demonstrate your suitability for the position.

Resume

Your Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your Resume.



Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application. Applications must reach the Town of Claremont no later than 5.00pm on the closing date. The Town of Claremont prefers to receive applications via email at toc@claremont.wa.gov.au

Alternatively, applications may be mailed to:

Town of Claremont
PO Box 54, Claremont WA 6910

Please do not submit original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

If you do not hear back from the Town within 2-3 weeks, please consider your application unsuccessful.

TOWN of CLAREMONT Employee Benefits



Remuneration & Conditions

- Competitive salaries;
- Generous superannuation contribution scheme;
- Flexible work options including work from home (WFH);
- Employee recognition program;
- Attractive working location in the Claremont Town Centre;
- Modern, accessible workspaces;
- Accessible public transport and free car parking.



Health & Wellbeing Initiatives

- Free use of our Corporate Gym and Aquatic Centre;
- Confidential employee assistance program;
- Flu vaccinations;
- Skin cancer checks;
- Health and wellbeing seminars and initiatives.



Training & Development

- Training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options including reimbursement of approved course fees (conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.

