POSITION DESCRIPTION
Digitisation Project Officer

Āpiha Pārongo

Job Title:	Digitisation Officer
Department:	Corporate Services
Location:	Paeroa office
Reports to:	Information Team Leader
Supervisory Responsibility:	N/A
Functional Relationships:	All Council Staff
Authorities:	In accordance with the Delegation Manual

General function of the position

To systematically process and digitise Councils property information in an efficient and accurate manner.

Organisation values

Hauraki District Council has four values that form the core of how employees carry out their work and conduct interactions both internally and externally. The values shape the culture of our organisation and demonstrate what is important within HDC. These values focus on 'how' we do the job, and 'how' we conduct ourselves in the workplace. This is 'The Hauraki Way'.

Communication	Respect	Commitment	Positive attitude
• I share relevant information with others • I listen to understand • I value feedback • I use an appropriate communication style	• I always keep an open mind • I acknowledge and respect differences of opinion • I am always considerate and understanding • I treat others as I would want them to treat me	• I always do my best • I follow through for my customers and team • I go the extra mile • I take personal responsibility for my actions – I walk the talk	• I offer ideas and solutions • I look for better ways of doing things • I am fun to work with • I am a can-do employee

Key tasks

1. To assess and prepare information for the digitisation process.
2. To undertake digitisation processing.
3. To undertake Quality Assurance evaluations during processing tasks.
4. To manage archiving and appropriate storage of physical files.
5. To show a commitment to Hauraki District Council and provide organisational support as required.

1. Assessment and Preparation

	Key Tasks	Key Performance Indicators (KPIs)
1.1	Assess all information in the property file and sort/classify according to business rules.	• Information is accurately assessed and classified for use in business processes and for Retention and Disposal (R&D) purposes.
1.2	Process building permits, consents and other land activity records and identify the relevant property that they currently relate to.	• Land based activities are accurately identified along with their corresponding current location.
1.3	Create activity records, e.g. building consent, permits, etc. in the relevant business system, typically Authority. Link these activity records to the relevant building and land parcel.	• Activity records are created accurately and linked to the relevant building and land identifiers for use in business processes.
1.4	Prepare the paper records for the digitisation process as per process documentation.	• Papers records are compiled and in a state ready for the next stage in the digitisation process.
1.5	Conduct retention and disposal assessments.	• Council's retention and disposal processes are followed. Items are prepared for use in later stages of the digitisation process.
1.6	Maintain the status of each file in the digitisation process workflow tracking system.	• The workflow tracking system is update to reflect the status of files undergoing processing.

2. Digitisation Processing

	Key Tasks	Key Performance Indicators (KPIs)
2.1	Digitise pre-prepared paper records in accordance with business procedures.	• Paper records are digitised using the appropriate tools and configuration.
2.2	Validate and capture the appropriate document metadata into Council's business systems.	• Digitised records are saved into Councils EDRMS with accurate and complete metadata.
2.3	Maintain the status of the file in the digitisation process workflow tracking system.	• The workflow tracking system is updated to reflect the status of files undergoing processing.

3. Quality Assurance Processing

	Key Tasks	Key Performance Indicators (KPIs)
3.1	Undertake Quality Assurance (QA) evaluations of the property information metadata and activity records and relationships.	• Information that has incorrect metadata or other related records is identified and rerouted back for correction.
3.2	Undertake QA evaluations of the digitisation output.	• Digitised output is assessed for appropriate quality and rerouted back for recapture where applicable.
3.3	Maintain the status of the file in the digitisation process workflow tracking system.	• The workflow tracking system is update to reflect the status of files undergoing processing.

4. Archiving and Physical File Management

	Key Tasks	Key Performance Indicators (KPIs)
4.1	Prepare all paper records that are to be retained/archived for delivery to the appropriate storage repository.	• Physical items are prepared and boxed appropriately in preparation for short and long term storage.
4.2	Update schedules of retained records and their location in accordance with business processes.	• Councils systems are updated to reflect the true location of each file.
4.3	Records requiring disposal are prepared and scheduled in accordance with business processes.	• Schedules or records to be disposed are accurate prepared for approval.

5. Other Duties

	Key Tasks	Key Performance Indicators (KPIs)
5.1	Other duties are undertaken as are reasonably required.	• Other duties are completed as are reasonably required.
5.2	Demonstrate a commitment to a culture of safety and wellbeing within the Council as set out in the HDC Safety & Wellbeing Charter.	• Actively shows support and commitment to workplace health and safety in accordance with the HDC Safety & Wellbeing Charter so that 'Everyone is Safe and Well at the End of the Day'.
5.3	Take reasonable care for own health and safety, and ensure that own acts and/or omissions do not adversely affect the health and safety of others.	• Comply with any reasonable instruction that is given by the Council. • Co-operate with any reasonable policy or procedure.
5.4	Provide organisational support as required, such as in respect of Civil Defence activities.	• Employee participates in Civil Defence activities and events as required and as directed.
5.5	Abide by the general expectations, codes of conduct, and policies and procedures as outlined on the Hauraki District Council intranet.	• Employee takes an active approach in familiarising themselves with HDC's policies, together with relevant plans, procedures and processes. • All applicable policies and procedures are adhered to.
5.6	Participate fully in organisational processes including staff meetings, Personal Performance and Development (PPD) programmes, project teams and other initiatives.	• Employee takes an active approach in respect of organisational processes and meets expectations with regard to their role in delivering results. • Staff meetings are attended, PPD programmes are undertaken, assistance is provided on project teams etc. as relevant.

Person specification details

1.	**Expertise**

Qualifications:	Full NZ Drivers' Licence National Certificate Level 1 (NCEA Level 1)
Experience:	2 years relevant work experience

2.	**Skills**

Ability to learn	Shows a willingness to learn and use new processes. Readily takes up relevant training and learning opportunities and will ask questions to gain complete understanding if necessary.
Ability to organise	Has a systematic approach that leads to the successful completion of tasks and events. Has ability to programme and organise work, and keeps functional records and filing systems in order. Maintains tidy workspace and shared office space.
Interpersonal relationships	Interacts effectively with superiors, peers and subordinates in order to advance the work of the Council. Interactions are based on respect and an appreciation for people with varying backgrounds and viewpoints.
Personal Accountability	Is self-motivating and self-managing. Follows through projects to completion. Has high standards of personal integrity and professionalism.
Quality and accuracy	Meticulous worker who seeks continuous improvement. Takes pride in presentation and standard of work and adopts a 'get it right first time' approach.
Research	Understands the value in conducting effective research and can research from relevant sources to facilitate decisionmaking.
Teamwork	Actively participates as a member of a team to move the team toward the completion of goals. Contributes actively and fully to team projects by working with colleagues collaboratively, working towards consensual solutions that enhance the output of the team. Accepts share of workload.
Time management	Demonstrates personal effectiveness by taking responsibility for getting things done in ways that balance competing needs. Meets deadlines.
Decisionmaking / Problemsolving	Is able to form judgements and make decisions within known parameters. Can resolve conflict or differences of opinion.
Analytical Thinking	Can gather detailed information and investigate issues in detail to identify trends, patterns and core issues.

3. **Knowledge**

Computer literate

Demonstrates relevant levels of computer literacy and competency, with a working knowledge as follows:

- Microsoft Office (All standard suites): Intermediate
- Microsoft Outlook (e-mail, calendar etc): Intermediate Level
- Document Scanning / Imaging
- EDRMS (Electronic Document Records Management System)
- Authority
- GIS Concepts

Office procedures

Good understanding of office procedures and administration including the ability to operate photocopiers, printers, e-mail etc.

Information management records and archives

Has working knowledge of, and good understanding of, best practice records and document management systems, archives management and relevant legislative requirements.

Working Knowledge: Legislation

Has a demonstrated working knowledge (or can acquire that knowledge) of legislation relevant to the position and is able to apply that knowledge, particularly in relation to the:

- Public Records Act
- Privacy Act
- Local Government Official Information and Meetings Act