

JOB ROLE

RECORDS OFFICER

LEVEL OF GROWTH FOR JOB ROLE



- > Projected change of +4.7%
- > From 20,800 in 2021 to 21,700 in 2026

AVERAGE SALARY FOR OCCUPATION



Entry level
(1-3 years' experience)



Senior
(8+ years' experience)

WHAT DO EMPLOYERS WANT?



SPECIALISED SKILLS

- > Stakeholder Management
- > Data Entry
- > Project Management
- > Internal Auditing
- > Scheduling

EMPLOYABILITY SKILLS

- > Detail-Orientated
- > Communication Skills
- > Planning
- > Writing
- > Problem Solving

DIGITAL SKILLS

- > Microsoft 365
- > Really Simple Syndication (RSS)
- > SQL
- > Confluence
- > Atlassian JIRA

EMPLOYMENT PROSPECTS



TOP SOUTH AUSTRALIAN INDUSTRIES WHO ADVERTISED FOR THIS JOB ROLE IN THE PREVIOUS 12 MONTHS:

- > State Government Administration
- > Local Government Administration
- > Technical and Vocational Education and Training
- > Social Assistance Services
- > Hospitals (except Psychiatric Hospitals)

TOP SOUTH AUSTRALIAN EMPLOYERS WHO ADVERTISED FOR THIS JOB ROLE IN THE PREVIOUS 12 MONTHS:

- > Government of South Australia
- > Rural City of Murray Bridge
- > District Council of Grant
- > Australian Government
- > Town of Gawler



YOU MIGHT CONSIDER UNDERTAKING STUDY TO TRANSITION INTO THESE RELATED JOB ROLES:

- > Corporate Records Manager
- > Auditor

QUALIFICATION PATHWAYS



Looking to progress your career? TAFE SA can help you further your study with these courses (*fees may apply)

- > Certificate IV in Business (Records and Information Management) (BSB40120)

Or undertake a range of short courses to supplement your existing knowledge or continue upskilling.

Further information available on the TAFE SA website.

NETWORKING WITH INDUSTRY



Networking with industry provides you with opportunities to gain employment, advance your career and stay current with industry changes.

Conferences and workshops are an excellent way to introduce yourself to key industry contacts. Upcoming events include:

- > **Elevating Information Asset Management with Grace**
Webinar
11am - 11:30am (AEDT)
25 October 2023

Follow these organisations on social media:

- > Australian Society of Archivists
- > RIMPA

Consider these opportunities to find employment:

- > Send your resume to relevant businesses in your local area
- > Look for employment opportunities advertised on
 - the TAFE SA Jobs Board
 - online employment websites like Seek
 - the job board on your local Regional Development Australia (RDA) website

CAREER SUPPORT



Not sure where to start? TAFE SA's Student Services can provide you with a range of career planning support including:

- > career planning
- > write a winning resume
- > how to respond to selection criteria
- > cover letters that stand out
- > preparing for job interviews

To find out more, or to book an appointment, visit TAFE SA's Career Support Page: Career Support (tafesa.edu.au)

Data sources:

Burning Glass Technologies. "Labor Insight™ Real-Time Labor Market Information Tool." <http://www.burning-glass.com>. 2021, data sourced 2023

Labour Market Insights, Government of Australia, data sourced 2023

Salaries are based on the Median Australian Salary from Salary Expert. Experienced salary levels may require additional study. Salaries may vary in your location. Information is accurate as of March 2023 and is to be used as a guide only.

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