

# JOB ROLE

# RECORDS OFFICER

## LEVEL OF GROWTH FOR JOB ROLE



## AVERAGE SALARY FOR OCCUPATION



## 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

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## 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.

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## 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:

- > **RIMPA Live 2024**  
3rd - 5th September 2024  
Adelaide Convention Centre

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

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## 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](https://tafesa.edu.au))**

### Data sources:

Industry and job role data sourced 2024 from Lightcast™.(2022). "Labor Insight™ Real-Time Labor Market Information Tool." Retrieved from <https://labourinsight.lightcast.io/anz>.

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