Adelaide Plains Council

Principal Office
2a Wasleys Road
PO Box 18
Mallala SA 5502

P 08 8527 0200
E info@apc.sa.gov.au

Job Opportunity

Information Management Officer

Contribute to Council's information management portfolio and provide professional information and records management advice to internal and external stakeholders.

Employment status	Full time
Career level	Mid career
Classification	South Australian Municipal Salaries Officers Award (ASU) Level 4
Employment category	Information management
Department	Corporate Services
Location	Mallala
Applications close	11:59pm, Wednesday 9 December 2026

About this role

A wonderful opportunity exists for an enthusiastic, highly organised and detail orientated professional to join the corporate services department at our rapidly growing Council.

Based at the Mallala Office, the Information Management Officer will report directly to the Senior Information Management Officer and will support the day to day administration of the information management and records management functions.

Responsibilities include:

- Proactively monitor the business configuration of Council's Electronic Document and Records Management System (EDRMS), including regular maintenance and day-to-day operations.
- Ensure Council's corporate memory is captured and managed in accordance with relevant legislation, policies and procedures.
- Assist with the coordination of source records including the onsite legacy collection and Records Disposal Program.
- Accurately and promptly maintain the receipt and processing of incoming corporate records.
- Provide assistance with information management projects and upgrades including integration and business improvement.
- Assist with Council's Freedom of Information requests as required.
- Liaise with State Records and other network professional as required.

Who we are looking for:

The successful applicant will need, at a minimum:

- Experience in records management, information management or a related administrative role.
- Knowledge of records management principles, practices and legislative requirements.
- Experience using electronic document and records management systems.
- Strong organisational skills, time management and attention to detail.
- Well developed communication and interpersonal skills, with a strong ability to provide advice and support to all stakeholders.
- Accredited Freedom of Information Officer (desirable).
- Current National Police Clearance (or willing to obtain).
- Valid and unrestricted working rights in Australia.

Embrace the future, join our dynamic team

How to apply

All applications should contain a resume and cover letter addressing the job and person specification and your suitability for the role. Please send your application to the attention of Kirsty Baldwin-Smith, People and Culture Manager, via the below email address by **11:59pm on Wednesday, 9 December 2026.** Applications will be regarded strictly in confidence.



kbsmith@apc.sa.gov.au

---

*For more information and a copy of the job and person specification, please refer to www.apc.sa.gov.au, and to discuss the role in confidence, please contact **Amy Fagan, Manager Customer Experience** on 08 8527 0200.*

Working at Adelaide Plains Council

We provide great support and great service for our great community.

2028 vision

Adelaide Plains is a thriving proactive community with an enviable lifestyle, emerging economy, and remarkable landscapes.

Our core values

Honesty and Integrity	Innovative and Open-minded	Leadership and Diplomacy	Professionalism	Respect	Teamwork
Building trust and loyalty with the community and within Council.	Being proactive in continually improving our services.	By acting strategically and effectively managing our relationships.	Through commitment, quality and timeliness of work delivered.	For others, acting with humility and empathy.	Through unity, cooperation and support.

Benefits of joining our team

Adelaide Plains Council provides excellent working conditions, including flexible working arrangements and access to many employee support programs and health benefits, to support its employees. The salary will reflect the successful candidate's knowledge and experience.

- Family Friendly
- Flexible working arrangements/ hybrid
- Growth Council, opportunity for career progression
- Professional development opportunities
- Income protection
- Superannuation
- Rostered days off (RDO) (FTE only)
- Paid Parental Leave
- Study Leave
- Annual Corporate Health Program
- Employee Assistance Program
- Rewards and recognition