



JOB APPLICATION PACKAGE – CORPORATE INFORMATION ADVISOR



About Aqwest

AQWEST is the trading name of the Bunbury Water Corporation

The Bunbury Water Board was formed in 1905 to obtain, treat and distribute water and has served the people of Bunbury for over 100 years. The move away from the historic Bunbury Water Board and the evolution of AQWEST occurred as part of the restructuring process in 1996/97.

Despite the updated image and streamlined structure, the tradition of delivering quality water at reasonable cost to the people of Bunbury continues with AQWEST.

Aqwest uses the latest technology and engineering know-how to produce and deliver high quality water for the expanding Bunbury community.

Location, Location, Location!

Bunbury is located 175km South of Perth on the beautiful South West coast of Western Australia and has an enviable lifestyle, fantastic climate, nearby wineries, outstanding restaurants and is surrounded by water on three sides including glorious beaches. It has all the modern entertainment and recreational facilities you would expect in a bustling and growing city. Bunbury has a rich pool of community and culturally diverse activities and is an exciting place to live and work.

Benefits

Short Guide to Employee Benefits

As well as competitive remuneration, AQWEST also provides and funds a number of health and welfare benefits to employees.

This short guide provides a summary of the conditions and benefits available at AQWEST.

HEALTH AND WELLBEING	
Flu Vaccinations	Provided annually free of charge to all employees.
Skin Cancer Screenings	Professional skin cancer screening provided annually to employees.
Employee Assistance Program	<p>A fully funded service provided by AQWEST for employees and members of their immediate family to access counselling services.</p> <p>Any employee can access the service. Sessions are limited to four per family unit.</p>
Shower Facilities	Access to shower and change room for employees at the workplace.
Physiotherapy	Physio services available to employees
Wellbeing program	Assistance provided for several personal services. Eg: Quit Smoking, Dietitian and Financial advice
WORKPLACE	
Induction Program	All new employees participate in a comprehensive Induction Program
Flexible Work Arrangements	<p>Flexible work arrangements to assist employees to balance work and personal life are by arrangement between AQWEST and the employee.</p> <p>Arrangements include flexitime, which allows employees to alter start and finish times and have time off for other commitments.</p>
Lunchroom Facilities	Kitchen with full cooking facilities and a communal lunchroom are provided for employees.
LEAVE	
Annual Leave	Consists of four weeks annual leave paid after twelve months of continuous service. Pro-rata for part-time staff.
Personal Leave	<p>Paid personal leave is available to employees for the following:</p> <ul style="list-style-type: none"> • Illness or injury. • Caring for immediate family or household members who are ill and require care. • Emergency affecting the staff member. <p>Personal leave accrues at one day per completed month of service and pro rata for part time staff.</p>
Wellbeing Leave	2 Wellbeing leave days per annum
Compassionate Leave	Available in accordance with the Enterprise Agreement and National Employment Standards (NES).
Long Service Leave	Employees receive thirteen weeks of leave for seven years of continuous service. An additional thirteen weeks is available after each subsequent period of seven years of continuous service.

Vision and Values

To be an independent, viable, and competitive water utility in the Western Australian water industry.

Our Values



Accountability



Integrity



Respect



Transparency

Employment Conditions

Location	Water Services Centre – 2 Hayes Street, Bunbury
Conditions	Aqwest Enterprise Agreement 2022
Qualifications	Formal records/information management training or demonstrated experience
Salary Package	Level 5 \$92,458 per annum (dependent on skills and experience)
Superannuation	AQWEST pays the superannuation guarantee plus an additional 1%. This is paid into a fund of the employee's choice.
Hours of Work	76 Hours per fortnight (Part time options will be considered)
Pre-employment	<p>The recommended applicant(s) will be required to undertake the following:</p> <ol style="list-style-type: none">1. Full pre-employment medical assessment2. Psychometric testing relevant to position <p>Costs will be met by Aqwest.</p>
National Police Clearance	<p>The recommended applicant will be required to provide a current National Police Clearance.</p> <p>Cost will be met by Aqwest.</p>
Closing Date	<p>8:00am Friday 15 of August 2025</p> <p>Late applications will not be accepted.</p>

How to Apply

Preparing your Application

AQWEST is an equal opportunity employer. All applications for a position will be assessed against the Selection Criteria, shown in the Position Description. Only those applicants who specifically address the selection criteria for the position will be considered for an interview.

Applications should be submitted by email to people@aqwest.com.au

Any questions can be directed to People and Culture via above email or phone 9780 9500.

Your application should include the following documents:

Covering Letter	The covering letter gives you the opportunity to introduce yourself. Include brief information about your experience and skills. (1 page maximum)
Comprehensive Curriculum Vitae	<p>Your resume (or curriculum vitae) should include your personal details, all relevant work history and education, training courses, qualifications and professional memberships.</p> <p>When listing your relevant work history, you should start with the current or recent position. You should also include dates/period of employment and duties and responsibilities for each position.</p>
Referees	You will be requested to provide referee contact details if you are shortlisted for interview.
Addressing the Selection Criteria	<p>Please address each element of the selection criteria listed in the Position Description as attached. No more than one paragraph per criteria.</p> <p>The key is to:</p> <ul style="list-style-type: none">• Demonstrate capability by providing evidence of how you meet the selection criteria.• Provide specific and relevant details.• Where possible, include an indicator of success or a result.





Aqwest Position Description

Position Title	Corporate Information Advisor
Job Level	5
Business Area	Customer Engagement & Administration
Department	Business Services
Industrial Instrument	Aqwest Enterprise Agreement 2022
Responsible to	Customer Engagement & Administration Coordinator
Supervision of	Nil
Primary Location	Water Services Centre, 2 Hayes Street, East Bunbury 6230

Vision

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Values

 <p>Accountability</p>	 <p>Integrity</p>	 <p>Respect</p>	 <p>Transparency</p>
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Position Overview

To oversee Aqwest's corporate information management strategies, including privacy and information governance, document control and records management.

Corporate Responsibilities

Workplace Health & Safety	<p>The employee shall take reasonable care:</p> <ul style="list-style-type: none"> a) To ensure his or her own safety and health at work; and b) To avoid adversely affecting the safety and health of any other person through any act or omission at work. <p>The employee shall:</p> <ul style="list-style-type: none"> a) Comply with all Aqwest policies and procedures; and b) Wear and maintain in suitable condition all personal protective clothing and equipment provided by Aqwest.
Ethical Behaviours	<p>All employees are responsible for adhering to Aqwest's Code of Conduct and the policies and procedures.</p> <p>Participate in activities relevant to the control of fraud and corruption.</p>
Risk Management	<p>Identify and report risks and incidents inherent to duties (or otherwise discovered), utilise risk control measures provided for these risks and suggest improvements in risk control methods.</p>
Records Compliance Statement	<p>Aqwest staff are legally obliged to follow Aqwest's procedures in accordance</p>

	with Aqwest's Record Keeping Plan and the State Records Act 2000.
Financial Management Compliance	The employee must incur or certify within budget and purchasing authority limits in accordance with Aqwest Policies and Financial Management Procedures. i.e. issuing of orders for various items up to agreed levels in relation to the objectives of the position and the projects for which the position is responsible.

Key Responsibilities

Information Management

- Develop and maintain an organisation-wide information management strategy for capturing, organising and developing information, knowledge and user stories from employees, customers and external stakeholders
- Implement and monitor compliance with information management practices ensuring governance activities meet desired standards and legislative requirements e.g. Information Management Framework and Privacy and Responsible Information Sharing (PRIS) Act
- Develop and maintain information management policy, procedures and guidelines
- Ensure accessibility to corporate information is maintained with appropriate controls and user access
- Lead the creation of a knowledge management culture within the organisation
- Embed knowledge management across business units and develop strategic knowledge management capabilities
- Provide advice, information and training to staff
- Ensure consistent and appropriate classification of information as required
- Ensure there are business continuity arrangements in place for information, including identifying and protecting vital records of information
- Manage governance for incoming contact e.g. mail, email, website contact
- Ensure the privacy of customer data, effective data asset management and adherence to relevant laws and policies
- Ensure compliance and enhance information flow for the organisation

Document Control

- Develop and implement document control procedures, including training and oversight
- Assist in the development and maintenance of controlled documents, including forms – ensuring alignment with document control procedures and classification protocols
- Provide training and support to staff

Records Management

- Oversee maintenance of the records management system
- Ensure compliance with relevant legislation

The duties contained in this Position Description are to be used as a guide for the position.

Qualifications/Certificates/Licences

- C Class Driver's Licence
- Formal records/information management training or demonstrated experience

Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

Essential

1. Demonstrated attention to detail and commitment to confidentiality
2. Demonstrated organisation and time management skills
3. Well-developed verbal and written communication and interpersonal skills
4. Demonstrated skills and experience in information management and document control

Desirable

1. Previous experience within the utilities and/or government sectors or a compliance-based organisation