

Role Description

Archives Administrator



Cluster	Enterprise, Trade & Investment
Agency	State Archives & Records Authority
Division/Branch/Unit	Collections Access & Engagement Division/Collection Services Team
Location	Kingswood and other locations as required.
Classification/Grade/Band	General Scale
Role Number	Generic
ANZSCO Code	531111
PCAT Code	1119192
Date of Approval	01 August 2018
Agency Website	www.records.nsw.gov.au

Agency overview

Sydney Living Museums (SLM) and the State Archives and Records Authority of NSW (SARA) are NSW Government agencies that operate under a shared services model, and are lead by a joint Executive team. The agencies form part of the NSW Department of Enterprise, Investment and Trade and report to the Minister for the Arts.

Together, SLM and SARA are responsible for collecting, managing, preserving, and providing public access to government archives, objects, buildings and places of historic, social, cultural and architectural significance. The agencies have a combined cultural asset base worth \$1.6b.

SARA is administered under the *State Records Act 1998* and is the custodian and advocate for the State Archives Collection, which is one of the most complete and important collections documenting colonisation in the world. This vast cultural collection of more than 13 million items, which grows each year, details the development of this place and the wielding of colonial power, with multiple series of documents now included as inscriptions on the UNESCO Memory of the World Register. SARA assists public offices to meet their recordkeeping obligations under the *State Records Act 1998*, as a vital part of preserving the memory of government for current and future generations.

SLM is a State Cultural Institution administered under the *Historic Houses Act 1980* that cares for a group of 12 of the most important historic houses, gardens and museums in NSW on behalf of the people of NSW. Our purpose is to enrich and revitalise people's lives with Sydney's living history, and to hand the precious places in our care and their collections on to future generations to enjoy. We bring our museums to life through a dynamic and diverse program of exhibitions, research and events such as walks, talks and tours so that our visitors can experience Sydney's past as if they had lived it themselves.

SLM and SARA both operate commercial functions that contribute significantly to the sustainability of the agencies. This includes retail, food & beverage, venue hire and, through SARA's Government Records Repository, commercial storage, records management, digitisation and consultancy services.

Primary purpose of the role

Undertake a range of tasks related to the location, collection, checking, movement, handling, assessment, conservation and shelving of State Archives. Perform archives retrieval tasks and provide clerical and administrative support for the Collections, Access and Engagement (CAE) program.

Key accountabilities

- Transport transfers, retrievals and other Collection items from public offices, distributed management sites and other locations across NSW in order for NSW State Archives to take control and custody of the records, provide access and stage exhibitions, ensuring records in transit are safeguarded. While on site visits, the delivery of tailored training/messages/advice may form part of the duty of this role.
- Assess, check and shelve incoming transfers and registered series, process transfer documentation, including checking consignment lists, series registrations, access directions, so that all records are securely and appropriately housed and locations are recorded for inclusion in control systems.
- Perform routine conservation treatments and tasks, under the guidance and supervision of a Conservator.
- Perform archives retrieval function for all CAE requirements (including Agency and Reading Room). This will require participation in a rostered working arrangement according to the provisions of the Flexible Working Agreement.
- Perform micro-level documentation tasks (e.g. consignment, item level) and archive copying to the required standards.
- Participate in relocation projects including handling and moving archives and documenting movements of State archives so that all records are securely and appropriately housed and stored.
- Undertake Collection management work, such as stocktakes, records movement and collection surveys, to contribute to the physical, intellectual and administrative control of the State archives.
- Undertake clerical/administrative/data entry tasks in support of the CAE program including moving and assembling stores and equipment and undertaking housekeeping tasks to ensure that the Archives are stored in optimum condition and document and monitor temporary movements of State archives within the premises and to external sites to ensure physical location of all State archives are documented and searchable.

Key challenges

- Transferring records while ensuring their safekeeping and proper preservation, given the variety and fragile nature of some of the records.
- Delivering services to customers and agency clients according to strict timeframes and guidelines.

Key relationships

Who	Why
Internal	
Support Officers, Collection Assessment and Collection Capacity Planning	<ul style="list-style-type: none">• Contacts daily to plan work and receive task direction.
Archivist, Supervising Archivist	<ul style="list-style-type: none">• Provide reporting, updates on progress/issues, administrative services. Receives feedback, task direction and advice.
Officer, Collection Assessment &	<ul style="list-style-type: none">• Receives feedback, task direction and advice.

Who	Why
Valuation	
External	
Records staff in public offices	<ul style="list-style-type: none"> • Liaises regarding arrangements for collection of records and Archives transport matters.

Role dimensions

Decision making

This role:

- Is responsible for the quality and integrity of information.
- Refers matters that require a wider range of knowledge of expertise to Assistant Support Officer, Archives.
- Exercises good judgement and process knowledge/adherence at all times.

Reporting line

This role will report to the Supervising Archivist and receive daily supervision and task direction from an Archivist and Support Officer Collection Assessment.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Working with Children Check
- Must be fully vaccinated against COVID-19 and provide evidence of COVID-19 vaccination or contraindication certificate.





Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Foundational
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Foundational	<ul style="list-style-type: none"> Be willing to develop and apply new skills Show commitment to completing work activities effectively Look for opportunities to learn from the feedback of others
Relationships Commit to Customer Service	Foundational	<ul style="list-style-type: none"> Understand the importance of customer service Help customers understand the services that are available Take responsibility for delivering services which meet customer requirements Keep customers informed of progress and seek feedback to ensure their needs are met Show respect, courtesy and fairness when interacting with customers
Results Deliver Results	Foundational	<ul style="list-style-type: none"> Complete own work tasks under guidance, within set budgets, timeframes and standards Take the initiative to progress own work Identify resources needed to complete allocated work tasks

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Technology	Foundational	<ul style="list-style-type: none">• Seek clarification when unsure of work tasks• Display familiarity and confidence in the use of core office software applications or other technology used in role• Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation• Understand information, communication and document control policies and systems, and security protocols• Comply with policies on acceptable use of technology