

Role Description

Archivist, Access Policy

Cluster	Department of Premier and Cabinet
Agency	State Archives & Records Authority
Division/Branch/Unit	Collections Access & Engagement Division/
Location	Kingswood
Classification/Grade/Band	Archivist Grade 2
Role Number	40344
ANZSCO Code	224211
PCAT Code	1119192
Date of Approval	
Agency Website	www.records.nsw.gov.au

Agency overview

Sydney Living Museums (SLM) and The State Archives and Records Authority of NSW (SARA) came under the direction of a single Executive Director on 1 July 2019. Whilst maintaining two separate legal entities, services are provided under a shared model.

SLM is a leading government agency in Australia with responsibility for conserving, managing, interpreting and activating places and sites of local, national and international significance. Established in 1980, our collection includes the UNESCO World Heritage listed Hyde Park Barracks, The Mint, Australia's oldest surviving government building through to the twentieth century Rose Seidler House, which marks the arrival of the modernist movement to Australia. The collection is unlike other museums in that the significance of each is in the whole, and not just in the parts. The awareness of place frames each narrative.

Our audiences are local, regional, national and international. Sydney Living Museums is a state cultural institution, reporting to the Minister for the Arts.

SARA is responsible for developing, preserving and promoting access to the State Archives Collection that pre-dates the European settlement of Australia in 1788. SARA has three primary business functions:

SARA 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, valued at \$1 billion and 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.

The Recordkeeping Standards and Advice function 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.

Commercial Operations, through the Government Records Repository, has substantial capability to provide commercial storage, records management, digitisation and consultancy services and generates the majority of SARA's operating revenue.

Primary purpose of the role

Improve the quality of publicly available information regarding access to NSW State archives by drafting guidelines and other explanatory material to educate the community about access rights and processes and ensuring information about access directions/conditions for catalogue records is clearly displayed.

Key accountabilities

- Interpret and provide advice and direction on complex matters relating to access to NSW State Archives in accordance with Part 6 of the Act.
- Review the display of access direction/condition information in the online catalogue to identify and make recommendations for improvements.
- Update all record series in the NSW State Archives catalogue to ensure access direction/condition information is linked and displayed and identify those record series not covered by Access Directions/Conditions.
- Provide customers with advice, direction and access to the State Archives in accordance with *Part 6 of the Act*.
- Develop procedures and advice relating to copyright and the use of the State Archives Collection and the certification of State archive copies.
- Contribute to content development and management for Website, media placement, newsletters, promotions, programming activities and other publications/activities.
- Prepare, present and/or participate in public engagement activities on-site and off-site, including representing NSW State Archives at special functions, training seminars, tours, talks conferences, training, presentations, publications, media and webinars, to increase access to and awareness of the agency and its collections
- Perform a range of tasks in accordance with service level agreements, including researching and resolving enquiries/transactions from the public, government agencies and internal clients through a range of channels, including face-to-face (e.g. in the Reading Room, writing articles/guides for publication/engagement purposes; indexing, transcribing and preparing documents for public access, receiving/responding to subpoenas and legal deposits; and other specialised research tasks).

Key challenges

- Identifying issues that may hinder completion of tasks and finding appropriate solutions and ways to improve systems or processes.
- Undertaking complex research and projects while managing tight timeframes to ensure high quality outcomes.
- Identifying record series, access directions, access conditions and determining responsible agencies, sometimes with limited information to determine provenance.

Key relationships

Who	Why
Internal	
Lead Archivists	<ul style="list-style-type: none">• Receive direction and guidance on projects/priorities and consult/liase on emerging issues, provide informed advice

Who	Why
Archivists and Archives Administrators	<ul style="list-style-type: none"> • Give direction and guidance on projects/priorities and consult/liaise on emerging issues, provide informed advice. • Provide supervision and direction to enable staff to best perform their duties.
Clients	<ul style="list-style-type: none"> • Communicate, maintain relationships, provide quality services
External	
Customers/Stakeholders	<ul style="list-style-type: none"> • Communicate, maintain relationships, provide quality services, work with public offices to interpret access conditions/directions
Professional colleagues in other institutions	<ul style="list-style-type: none"> • Liaise to exchange information and expertise

Role dimensions

Decision making

This role:

- Has autonomy and makes decisions under their direct control and refers decisions that require significant change to outcomes or timeframes; are likely to escalate or require submission to a higher level of management. This role is accountable for the delivery of work assignments on time and to expectations in terms of quality and outcomes.
- Undertakes professional archives work of an operational nature at a complex/in depth or demanding level. Has the ability to manage discrete archival projects, or archival operations and systems in a multi-disciplinary unit or team, providing advice, assistance and supervision to Archivists and Archives administrators.
- Undertakes a wide variety of operational archival and other tasks and projects in relation to the State Archives Collection and its associated systems, programs, exhibitions, publications and public queries across a multi-disciplinary team.
- Exercises judgement and initiative in dealing with a range of complex tasks and problems with reference to established standards, practices and procedures and is able to adapt systems, standards or priorities and deviate from precedent.
- Has the ability to work under general direction of a Senior Advisor or Lead Archivist, either individually or cooperatively as a member of a non-hierarchical team or as a leader or supervisor of a team or discrete project.
- The outcome of work, including decisions, is direct but may be long-term in its effects on clients, collections, co-workers or other agencies.
- Assists in the formulation of policy and advice to senior management and often contribute to the body of professional knowledge.

Reporting line

This role reports directly to the Officer, Public Engagement.

Direct reports

Nil

Budget/Expenditure

As per the DPC Financial delegations

Essential requirements

- Possession of qualifications acceptable for professional membership of the Australian Society of Archivists (ASA) or other combination of qualifications and experience deemed by the agency head or Public Service Commission to be equivalent, that meet the minimum standards inherent in the ASA standard.
- Ability to participate in a rostered working arrangement in accordance with the provisions of the Flexible Working Agreement, which may include after hours or weekend work.





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	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Adept
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

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	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> Focus on key points and speak in 'Plain English' Clearly explain and present ideas and arguments Listen to others when they are speaking and ask appropriate, respectful questions Monitor own and others' non-verbal cues and adapt where necessary Prepare written material that is well structured and easy to follow by the intended audience Communicate routine technical information clearly

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans • Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> • Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies