

Role Description

Archivist

Cluster	Enterprise, Investment & Trade
Agency	State Archives & Records Authority
Division/Branch/Unit	Collections Access & Engagement
Location	Kingswood
Classification/Grade/Band	Archivist Grade 1
Role Number	42050, 41320, 41423, 41424, 41425, 43708 & 40023
ANZSCO Code	224211
PCAT Code	1119192
Date of Approval	1 July 2020
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 wide variety of operational archival, clerical and administrative tasks and projects in relation to the State Archives Collection and its associated access, promotion, systems, programs, exhibitions, publications and public queries across a multi-disciplinary team.

Key accountabilities

- 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), over the telephone and in writing; ensure that public spaces are visitor-ready; produce high-quality Collection and non-Collection related research outcomes, including the identification of appropriate sources for a range of purposes (such as exhibitions, court proceedings, Royal Commissions); writing articles/guides for publication/engagement purposes; indexing, transcribing and preparing documents for public access and Collection management purposes (e.g. arrangement, description, registration and documentation to meet project outcomes, maintain accuracy and quality and ensure Collection control); receiving/responding to subpoenas and legal deposits; and other specialised research tasks.
- Provide customers and clients with advice, direction and access to the State Archives in accordance with *Part 6 of the Act*.
- Maintain Collection and library resources; order/purchase/accession material; and assess proposed donations from members of the public and individuals/groups who are not defined as Public Offices.
- Work with the Assistant Officer, Volunteer Program and Volunteers on the selection, assessment, preparation of procedures and supervision of the Volunteer work packages.
- Undertake customer relations duties related to the remote copying service and fulfil on-the-spot copying service requests in the Western Sydney Reading Room and other associated Reading Room duties, including retrieval of original records when required.
- 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.
- Support and assist in the planning, development, implementation, management and reporting of a range of State Archives projects and contribute to the preservation of the State Archives Collection through identifying material requiring conservation and undertaking passive or basic conservation.

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 and ensuring high quality outcomes.
- Determining provenance; identifying record series and access directions and determining agency boundaries, sometimes with limited information.

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
Work Team	<ul style="list-style-type: none">• Participate in meetings to share information and provide input• Work collaboratively; exchange information and expertise
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
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.
- Exercises judgment in dealing with a range of operational and/or conceptual tasks and problems with reference to established standards, practices and procedures. When directed, is able to adapt systems, standards and priorities and deviate to a limited extent from precedent. With experience, may solve non-routine problems by applying principle and theory with reference to precedent.
- May be asked to achieve work outcomes that are direct, short-term, intermediate or long-term and that may affect clients, collections, co-workers or other agencies.
- Work may assist in the formulation of procedures or policies and contribute to the body of professional knowledge.

Reporting line

Lead Archivist, Manager, Senior Advisor.

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.
- 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	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	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
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> Support a culture of quality customer service in the organisation Demonstrate a thorough knowledge of the services provided and relay to customers Identify and respond quickly to customer needs Consider customer service requirements and develop solutions to meet needs Resolve complex customer issues and needs Co-operate across work areas to improve outcomes for customers
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	Foundational	<ul style="list-style-type: none"> Plan and coordinate allocated activities Re-prioritise own work activities on a regular basis to achieve set goals Contribute to the development of team work plans and goal setting Understand team objectives and how own work relates to achieving these
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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		initiatives and the introduction and roll-out of new technologies