



## Position Description

### Digital and Archival Information Assistant

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Reporting to:	Digital and Archival Information Services Manager
Department:	Archives and Information Services
Location:	St Martha's
Employment Status:	Full-Time
Modern Award Coverage and Classification:	Clerks Private Sector Award 2020 – Level 2

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**The Position:** The primary purpose of the Digital and Archival Information Assistant provides digital archives and records management support to Archives and Information Services, ensuring the effective management, preservation, accessibility, and integrity of digital and physical records. The role operates in accordance with Archdiocesan policies and Information & Archives standards and supports the mission, ethos, and strategic objectives of the Catholic Archdiocese of Sydney (the Archdiocese).

- Responsibilities:** The Digital and Archival Information Assistant is accountable for the following:
- Supporting the maintenance, accuracy, and integrity of internal information systems and databases, particularly SharePoint and iManageRM (Records Manager)
  - Assisting with the migration of data and records from legacy systems to current platforms
  - Contributing to continuous improvement initiatives relating to the use, enhancement, upgrading, and reporting capabilities of internal databases
  - Assisting with the management and response to internal and external research enquiries
  - Supporting appraisal, sentencing, and routine retention and disposal activities for electronic and physical records
  - Assisting with the retrieval, sorting, tracking, movement, and refiling of electronic and physical records
  - Digitising records, including preparation, scanning, quality control, metadata capture, and reinstatement
  - Undertaking classification, indexing, and metadata work in accordance with Archdiocesan standards.
  - Other duties as required from time to time

**Inter-relationships:** The Digital and Archival Information Assistant interacts with the following internal and external groups:

- Digital and Archival Information Services Manager
- Archives and Information Services Team
- ICT Services Team

- Chancery staff and other Archdiocesan personnel
- Researchers
- External service providers and vendors

Qualifications and Experience:

The ideal Digital and Archival Information Assistant will have:

- Relevant experience in a similar role or in a role encompassing the key areas of competency for this position
- Qualifications in records management, archives, library or information studies (or currently working towards) is desirable
- Current knowledge of industry standards, issues and developments in digital information and records management
- Sound understanding of archival and information management systems, processes, and technologies
- Demonstrated experience working with digital and/or physical records
- Strong analytical and problem-solving skills
- Demonstrated commitment to client service and a willingness to be accountable for their performance
- Demonstrated commitment to the ethos and values of the Catholic Church.

Attributes:

The Digital and Archival Information Assistant will demonstrate the following attributes:

- Professional manner and presentation
- Sound written and oral communication skills
- Sound interpersonal and client service skills
- Sound organisational skills
- Ability to act with discretion and to maintain complete confidentiality
- Ability to work independently and collaboratively as part of a team
- Ability to work effectively under pressure and meet deadlines
- Attention to detail and a methodical, well organised approach to work
- Ability to work in environmental conditions specific to Archives
- Ability to safely lift archival boxes
- A proactive approach and willingness to contribute flexibly to meet operational needs
- A commitment to complying with the Archdiocese's modern slavery risk management obligations and initiatives obligations as required.

Performance Management:

The performance of the Digital and Archival Information Assistant will be assessed on a regular basis having regard to:

- Their performance on the key responsibilities and attributes for this role
- Quality of service delivery
- Their ability to develop and maintain relationships with internal and external groups

*The Archdiocese is wholly committed to ensuring the safety, well-being and dignity of all children and adults at risk, and acknowledges its important legal, moral and spiritual responsibility to create a safe and nurturing environment for those children and adults at risk. The Archdiocese has a zero-tolerance approach to child abuse. Staff are encouraged to read the [Archdiocese Commitment Statement and Safeguarding Policy](#)*

*Additionally, the Archdiocese is committed to continuous improvement to assess and address the risk of modern slavery in its operations and supply chains and to report annually on these actions in the form of a Modern Slavery Statement.*