



NATIONAL ARCHIVES OF AUSTRALIA

Position Description

Position number	32729
APS Level	APS Level 5
Branch & Section	Collection Management, National Network Coordination
Position title	Senior Archival Officer
Job Role	Curator/Archivist/Conservation (160201)
Location	North Melbourne, VIC
Status	Full time; ongoing
Security designation	Negative Vetting 1
Salary range	\$76,821 to \$82,406 p.a. + 15.4% super (\$79,125 - \$84,878 effective 24 June 2023)
Contact Officer	Patrick Ferry, Assistant State Manager, Victoria 03 9348 5768; patrick.ferry@naa.gov.au

About the role

The Collection Management Branch is responsible for transferring, storing, preserving and digitising the National Archives' collection so it remains accessible for future generations. The Branch develops policies and systems as well as provides services, undertakes research and implements projects to ensure the care, management and accessibility of archival records. The Branch is also responsible for identifying information management requirements for Australian Government agencies to ensure Australian Government information assets (records, information and data) are created, collected and managed effectively.

National Network Coordination is responsible for the strategic and operational implementation of the National Archives' physical presence and statutory functions across a network of state and territory offices in Australia. This includes collection management, archival services, access, public engagement, digitisation and relevant state and territory stakeholder management responsibilities.

Under limited direction the main duties of the role are to:

- Assist the Australian community to access the collection by responding to complex reference and access cases, ensuring service standards are met; and current policies and practices followed.
- Assist the Manager, Public Engagement with the management of reference, access, research centre, lending and description operations, processes and workflows at the Victorian Archives Centre; ; team training and development; project management and other team administration activities.
- Work collaboratively with colleagues to provide them with advice and guidance based on professional knowledge and experience; actively engage in problem solving; and seek input from others to achieve business outcomes.
- Research and deliver seminars and education sessions to promote the National Archives and encourage use of the national archival collection.
- Represent the National Archives and liaise with government agencies, community groups, peer organisations and stakeholder representatives in relation to operational activities.
- Apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.

- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in *The Archives Way*.

Relevant tertiary qualifications (or significant progress towards completion) and/or experience working with an archival or cultural heritage collection is desirable.

Who we are

The National Archives provides leadership in best practice management of the official record of the Commonwealth and ensures that Australian Government information of enduring significance is secured, preserved and available to government agencies, researchers and the community.

Our vision: Australia's cultural identity and democracy are strengthened by connecting people with the evidence of Australian Government activities and decisions.

We operate in a complex, challenging and changing environment requiring professional and robust risk management. We support a positive risk culture where risks are discussed regularly and either accepted or actively managed to prevent or reduce their impact. The National Archives recognises that the factors that generate risks can also create opportunities, particularly in our rapidly changing digital environment.

The National Archives is committed to:

- service excellence
- leadership
- innovation
- responsibility
- collaboration

The National Archives is also committed to developing the capability and expertise of our staff, we offer a Studies Assistance Program that supports staff to achieve individual goals as well as increasing their capacity to help achieve the National Archives' strategic objectives. Our Health and Wellbeing program encourages and supports a healthier workplace and healthy lifestyle changes for employees.

Are you eligible?

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Negative Vetting 1 clearance level.

How to apply

You need to apply through our [e-recruitment system](#).

Your application will need to include:

- the names and contact details of at least two referees, one of whom should be a current supervisor.
- your current resume.
- statement (500 words maximum), describing how your skills, knowledge, and experience/qualifications would enable you to perform the duties of the role taking into account the "[Performance Expectations](#)" at the relevant classification and the National Archives' Vision, Mission and Commitments as expressed in the "[Archives Way](#)".

The National Archives has a skilled and diverse workforce. We value our people, performance, integrity and service, and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background.