



Job Description : Project Archivist Digitisation

POSITION TITLE:	Project Archivist Digitisation
POSITION NUMBER:	IS013
CLASSIFICATION LEVEL:	CL6
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Project Manager Digitisation
LAST REVIEWED:	February 2023

KEY FUNCTIONS

Information Services' objectives are to support organisational goals and intergenerational knowledge transfer by managing, preserving and providing continuing access to CLC's business information and cultural heritage assets and resources. Further, to optimise the use and value of information assets and resources by building the information literacy skills of staff. The section is accountable for the provision of collection preservation, storage and access services. CLC records consist of paper-based files, audio visual and digital records, bound volumes, photographs, maps and other objects and formats.

The Archivist is responsible for undertaking CLC's sentencing and retention program. Materials exist in a variety of media and formats, across all sections and functions of the agency. The position holder reports to the project manager.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Appraisal and routine sentencing for the retention or disposal of physical records.
2. Maintain an inventory and analysis of current hardcopy and electronic holdings to identify records for retention, disposal, archive or digitisation.
3. Retrieval, sorting, and movement of physical records, plus boxing of physical records.
4. Processing of archive records through Content Manager - tbc
5. Contribute to the design, review and documentation of procedures for best practice in retention, sentencing and disposal as required.
6. Liaises with senior section staff for changes to disposal authorities and undertake disposal activities in line with Commonwealth approved Disposal Authorities.
7. Assist with Quality Control and consequently Content Manager upload.
8. Assist with audit activities as required.
9. Provide regular and ad hoc reports relating to archive activities.
10. Other duties as required:
 - Supporting the senior team with administration duties.
 - Scheduling meetings and taking minutes.
 - Producing project reporting data.
 - Formatting project documentation.
 - Facilitating communication.
 - Assisting with project planning.
11. Keep abreast of developments in relevant techniques, equipment and standards and to develop links with other archives and professional groups.

MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act 1976

- Anti-Discrimination and Privacy Legislation
- Australian Library and Information Association Guidelines for Australian Special Libraries
- Archives Act 1983
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Policies and Procedures
- CLC Risk Management Plan
- Copyright Act 1968
- Corporations Act 2001
- Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act)
- Crimes Act 1914
- Electronic Transactions Act 1999
- Evidence Act 1995
- Freedom of Information Act 1982
- Industrial Relations Legislation
- Native Title Act 1993
- Northern Territory Aboriginal Sacred Sites Act
- Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- Relevant Australian and International Standards
- Work Health & Safety Act (Cth) 2011
- Workers Compensation Legislation

WORKING RELATIONSHIPS

- Reports to and receives direction from Project Manager Digitisation.
- Work collaboratively with all other staff of the Information Services team in making positive contributions to the CLC's performance
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of organisations overall objectives; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy.

SELECTION CRITERIA

ESSENTIAL

1. Records management and sentencing experience; willingness to participate in training as required.
2. Demonstrated understanding of Commonwealth legislation, and associated National Archives of Australia (NAA) policies, standards and authorities
3. Experience and/or expertise in archiving and digitisation projects.
4. Experience and/or expertise in sentencing archival materials.
5. Sound project management and problem-solving skills.
6. Sound judgement, initiative and the ability to adapt to changes in the working environment.
7. Proven ability to work independently and cooperatively as part of an effective team: have a can-do, flexible and versatile attitude paired with high level of accuracy and attention to detail.
8. Excellent computer skills, including electronic records management systems
9. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people, and to be able to contribute and participate in a team based environment.
10. Demonstrated time management and organisational skills of a high order: Ability to work with limited supervision and set priorities to achieve results, as well as to complete allocated tasks and responsibilities with minimal direction.
11. A current NT driver's licence.
12. Must hold (or be capable of holding and applying for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.
13. Safe Manual Handling of Records and Library Materials, i.e. lifting and pushing.
14. An understanding of Risk Management, EEO, diversity & inclusivity principles.

DESIRABLE

1. Experience working in remote areas
2. Experience working in an Aboriginal Organisations or cross-cultural environment.
3. An awareness and understanding of the overall context in which the Central Land Council operates.

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APPROVAL DATE: