Role Description
Archivist

Cluster	Premier and Cabinet
Department/Agency	Australian Museum
Division/Branch/Unit	Museum Experience & Engagement/World Cultures, Archives and Library
Role number	50000516
Classification/Grade/Band	Archivist Grade 2
Senior executive work level standards	Not Applicable
ANZSCO Code	224211
PCAT Code	1325192
Date of Approval	06 December 2021
Agency Website	[Australian Museum](#)

Agency overview

The Australian Museum (AM) operates within the NSW Department of Premier & Cabinet. It was founded in 1827 as the first museum in Australia. The AM provides access, engagement and scientific research to increase understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 21 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite. The AM's purpose is to make nature, Indigenous cultures science accessible and relevant to everyone.

The AM mission is: To ignite wonder, inspire debate and drive change.

The AM vision is: To be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations' culture; and continue to develop world-leading science, collections, exhibitions and education programs.

The Australian Museum Archives holds both the administrative and collected archives of the museum, dating back to the 1830s. It includes administrative and collection records, material archives (objects) and scientific art, photographic collections (in all formats) and digital collections that support and interpret the Museum's scientific and cultural collections and provide evidence for its history over almost two centuries. The Archives provides high quality client services and access including online collections and outreach, public programs and exhibitions as well as describing, preserving and caring for these collections for future generations. The Archives encourages an innovative and outward-focused approach, and maximises the use of technology and digital approaches to access including an active program of mass digitisation and online discovery. The Archives works closely with the Museum's Library and Rare Books team and the Collection Enhancements (digitisation) Project, and collaborates with staff across the Museum.

For more information, visit the website: https://australian.museum/learn/collections/museum-archiveslibrary/

Primary purpose of the role

Located in the World Cultures, Archives and Library Branch, the Archivist manages the Museum's archives program. The position works on the transfer, appraisal, documentation, storage and preservation of the Museum's permanent archives, both institutional and collected, in all formats. The position ensures that archives are identified, described and cared for, and that the archives are as accessible and useful as possible to the widest possible audience. The position provides access to the archival holdings online and on site, and researches and promotes the Archives' collections and the history of the Australian Museum. The Archivist understands technology, social media and new and emerging technological solutions to preserving, communicating and releasing the value of our archival collections.

Key accountabilities

- Identify, appraise, acquire and manage the transfer and registration of archival material in all formats.
- Manage the description and databasing of the permanent archives collection using EMu, Fotoware and CM9
- Manage the storage and preservation of the archives collection, including onsite and remote storage locations, digital archiving, digital storage, digital preservation processes and on-demand digitisation.
- Manage and provide timely and appropriate access to the archives with an understanding of access restrictions, permissions and security, including privacy, IP, and ICIP cultural processes and protocols.
- Promote the archives using the museum's website and digital channels and by giving tours, talks and presentations.
- Provide specialist archives and information management advice and champion and communicate information management best practice across the organisation.

Key challenges

- Managing access and service to internal and external clients in a busy work environment with competing priorities.
- Working collaboratively in an interdisciplinary museum environment encompassing, art, science and cultures and with collections that are distributed across storage locations and in multiple, complex formats (both digital and material).

Key relationships

Internal

Who	Why
Corporate services and records management team	• Ensure records and archives work together in a continuum approach, with close collaboration. Work with records staff on records transfers and disposal.
Managers and AM staff	• Work with record keepers to ensure that archives are created now and kept for future access and use.
IT staff and system managers	• Understand systems used for archives and records management across the Museum. Understand where Archives and IT policies and procedures overlap – in particular in the areas of information management, information access and information security.
Collections Enhancement Project and Archives digitisation projects	• Work with digitisation project managers across the museum to embed archival standards in digitisation processes. Cooperate with digitisation projects involving archival collections
World Cultures, Archives and Library Branch	• Support branch team and ensure resource sharing and flexibility

External

Who	Why
Archives and Information Management professional communities	• Maintain knowledge of current best practice, new products and initiatives, changes in technical environments. • Adapt the experience of other information professionals and initiatives to the Museum environment.

Role dimensions

Decision making

The role operates with day-to-day autonomy, working under the strategic direction of the Manager, WCAL. The role is responsible for operational decision making to ensure efficient running of the Archives management program and processes.

Reporting line

Reports to Manager, World Cultures, Archives and Library Collections

Direct reports

Volunteers and project staff

Budget/Expenditure

None

Key knowledge and experience

- Comprehensive understanding of archival principles, processes and procedures combined with a knowledge of the legislation and compliance requirements for archives in the public sector – NSW State Records Act, privacy, information access, evidence and copyright.
- Extensive recent records management and/or archives collection management experience including strong data management and digital collection management skills. EMu, Fotoware and CM9 experience preferred.
- Experience with records appraisal, retention and disposal practices and theory, including a demonstrated understanding of the relationship between records and archives functions and the function of archival collections in the museum context
- Demonstrated ability to communicate the principles, value and meaning of archives to a range of audiences.
- Client-facing and service-oriented experience in providing public access to archives, both online and in person

Essential requirements

- Tertiary qualifications in archives and records and information management or equivalent is essential
- Interest in Australian history, the history of science, museum history, Australian photography and/or Pacific and Australian indigenous cultures.
- Current NSW Driver licence

Capabilities for the role

The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific

capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be flexible and adaptable and respond quickly when situations change • Offer own opinion and raise challenging issues • Listen when ideas are challenged and respond appropriately • Work through challenges • Remain calm and focused in challenging situations	Intermediate
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
Relationships	**Commit to Customer Service** Provide customer-focused services in line with public sector and organisational objectives	• Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge 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 • Cooperate across work areas to improve outcomes for customers	Intermediate

	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	• Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed	Intermediate
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	• Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly	Intermediate
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	• Identify opportunities to use a broad range of technologies to collaborate • Monitor compliance with cyber security and the use of technology policies • Identify ways to maximise the value of available technology to achieve business strategies and outcomes • Monitor compliance with the organisation's records, information and knowledge management requirements	Adept
	Optimise Business Outcomes Manage people and resources effectively to achieve public value	• Keep team members informed of the reasons for decisions so that this can inform their work • Ensure that team members make effective use of resources to maximise business outcomes • Ensure that team members understand and inform customers about processes, practices and decisions • Ensure that team members understand business principles to achieve work tasks effectively • Ensure team goals and standards are met	Foundational

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
Business Enablers	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate
People Management	Manage and Develop People	Engage and motivate staff, and develop capability and potential in others	Foundational
People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Foundational
People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational