

Role Description

Records Archivist



Role Description Fields	Details
Cluster	Stronger Communities
Department/Agency	Crown Solicitor's Office
Division/Branch/Unit	Information Services
Role number	TBC
Classification/Grade/Band	Clerk Grade 5/6
Senior executive work level standards	Not Applicable
ANZSCO Code	224211
PCAT Code	1225292
Date of Approval	04 April 2019
Agency Website	www.cso.nsw.gov.au

Agency overview

The Crown Solicitor's Office (CSO) is the largest provider of legal services to the NSW Government and its agencies, and the sole provider of legal services in all matters which are regarded as being core to Government functions. The CSO exists to be the NSW Government's most trusted legal advisors. The core aims of the CSO are to deliver high-quality, cost-effective legal services, provide exceptional customer service to the NSW Government and its agencies and foster a culture of continuous improvement in the way we work. The CSO, headed by the Crown Solicitor, is a Public Service Executive agency related to the Department of Communities and Justice under the Government Sector Employment Act 2013. For more information, go to www.cso.nsw.gov.au.

Primary purpose of the role

Develop and implement a Records Disposal Program for legal and administrative records to ensure the cost-effective storage and disposal of CSO records and compliance with the State Records Act, standards and codes of best practice.

Key accountabilities

- Investigate, assess and perform the complex appraisal of records to identify those which may be considered for disposal and to ensure those records required to meet business, legal, regulatory and accountability requirements are retained.
- Develop and provide recommendation reports for senior staff on records disposal initiatives and work collaboratively with them to ensure records are compliantly sentenced for disposal or retention under the CSO Functional Retention and Disposal Authorities or General Disposal Authorities.
- Identify and assess significant records and manage their custody transfer to the Museums of History NSW to ensure they are preserved for future access.
- Develop and provide highly detailed and accurate recommendation reports for records disposal to facilitate disposal approval by the nominated Senior Responsible Officer.

- Provide advice on the adequacy of CSO Functional Retention and Disposal Authorities to ensure all business records are appropriately classified, sentenced and retained.
- Provide advice on the application and review of CSO Access Directions to ensure sensitive business records are appropriately managed when custody is transferred to the Museums of History NSW.
- Provide advice, support and guidance to a team of Records Officers to ensure timely and compliant storage, closure, audit, destruction, transfer and retrieval of high & low risk records.
- Provide support to the Records Manager on complex records management inquiries, projects or staff training to ensure knowledge of records management is promulgated in the organisation and services delivered are timely, compliant and business focussed.

Key challenges

- Ensuring quality and compliant processes are implemented in a high volume work environment, given the need to keep abreast of regular changes to the State Records Act, standards, codes of best practice and guidance of the state regulatory authorities.
- Collaborating with, and actively influencing, senior staff to review recommendations for the disposal of records, given competing priorities and work demands.
- Exercising effective time management, discretion and sound judgment when assessing records for disposal in a high volume, complex work environment to avoid accidental disposal and loss.
- Achieving savings for records storage costs, given time constraints and a percentage of records appraised will have their retention extended.

Key relationships

Internal

Who	Why
Information Services Manager, Records Manager	<ul style="list-style-type: none"> • Receive direction; provide advice and recommendations for the management of records held in offsite storage.
Records Officers	<ul style="list-style-type: none"> • Provide advice, support and guidance on the Records Disposal Program
Assistant Crown Solicitors, Directors Corporate Services Directors & Managers	<ul style="list-style-type: none"> • Liaise and consult with senior staff to undertake assessment of records to determine ongoing business value prior. Work collaboratively to encourage regular reviews and obtain recommendations for records disposal.

External

Who	Why
NSW State Records Museums of History NSW	<ul style="list-style-type: none"> • Work closely with to seek guidance and facilitate custody transfer of digital and paper records as State Archives.

Role dimensions

Decision making

- Determines day-to-day work priorities in response to urgent requests and business needs.
- Provides advice and makes recommendations to Senior Managers across the CSO on records which have been appraised for potential disposal and require the owner to assess ongoing business value.
- Provides recommendations to the Records Manager on records which require approval for disposal.
- Provides recommendations to the Records Manager on records requiring preservation and approval for transfer of custody to Museums of History NSW.

Reporting line

Records Manager

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Certificate IV in Business (Records & Information Management) or a minimum of 3 years experience in reviewing and managing archived records.

Essential requirements

- Obtain and maintain a Negative Vetting 1 security clearance.

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.

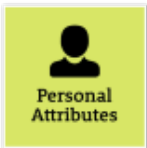
The capabilities are separated into focus capabilities and complementary capabilities

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.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none">• Keep up to date with relevant contemporary knowledge and practices• Look for and take advantage of opportunities to learn new skills and develop strengths• Show commitment to achieving challenging goals• Examine and reflect on own performance• Seek and respond positively to constructive feedback and guidance• Demonstrate and maintain a high level of personal motivation	Adept













	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> • Use facts, knowledge and experience to support recommendations • Work towards positive and mutually satisfactory outcomes • Identify and resolve issues in discussion with other staff and stakeholders • Identify others' concerns and expectations • Respond constructively to conflict and disagreements and be open to compromise • Keep discussions focused on the key issues 	Intermediate
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for 	Adept
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> • Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Use available technology to improve individual performance and effectiveness • Make effective use of records, information and knowledge management functions and systems • Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies 	Intermediate

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
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	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate