

Role Description

Archivist



Cluster	Department of Enterprise, Investment & Trade
Agency	Museums of History NSW
Division/Branch/Unit	Collections Division / Access Services
Location	Sydney
Classification/Grade/Band	Archivist Grade 1
Role Number	Various
ANZSCO Code	224211
PCAT Code	1119192
Date of Approval	1 July 2020
Agency Website	www.mhnsw.au

Agency overview

Museums of History NSW (MHNSW) is an executive agency within the NSW Department of Enterprise, Investment and Trade and reports to the NSW Minister for the Arts. MHNSW is administered under the Museums of History NSW Act 2022.

MHNSW brings together the museums, historic houses and associated collections previously in the care of Sydney Living Museums with the vast collection of more than 13 million items held by the NSW State Archives. This includes one of the world's most complete and important collections documenting colonisation.

Providing greater access to and understanding of our state's rich and varied histories, stories and cultures is paramount to MHNSW with truth-telling and respect at the core of our approach. With a formidable asset base worth \$1.6 billion, we are focused on growing, managing, preserving and providing public access to the State Archives Collection and the objects, materials, buildings, places and stories that shape the historical, social, political and cultural identity of NSW.

MHNSW also operates commercial services that contribute significantly to the organisation's sustainability, including retail, food and beverage, venue hire, commercial records storage, records management, digitisation and consultancy services.

Primary purpose of the role

Undertake a wide variety of operational archival, clerical and administrative tasks and projects in relation to the State Archives Collection and its associated access, promotion, systems, programs, exhibitions, publications and public queries across a multi-disciplinary team.

Key accountabilities

- Perform a range of tasks in accordance with service level agreements, including researching and resolving enquiries/transactions from the public, government agencies and internal clients through a

range of channels, including face-to-face (e.g. in the Reading Room), over the telephone and in writing; ensure that public spaces are visitor-ready; produce high-quality Collection and non-Collection related research outcomes, including the identification of appropriate sources for a range of purposes (such as exhibitions, court proceedings, Royal Commissions); writing articles/guides for publication/engagement purposes; indexing, transcribing and preparing documents for public access and Collection management purposes (e.g. arrangement, description, registration and documentation to meet project outcomes, maintain accuracy and quality and ensure Collection control); receiving/responding to subpoenas and legal deposits; and other specialised research tasks.

- Provide customers and clients with advice, direction and access to the State Archives in accordance with Part 6 of the Act.
- Maintain Collection and library resources; order/purchase/accession material; and assess proposed donations from members of the public and individuals/groups who are not defined as Public Offices.
- Work with the Assistant Officer, Volunteer Program and Volunteers on the selection, assessment, preparation of procedures and supervision of the Volunteer work packages.
- Undertake customer relations duties related to the remote copying service and fulfil on-the-spot copying service requests in the Western Sydney Reading Room and other associated Reading Room duties, including retrieval of original records when required.
- Contribute to content development and management for Website, media placement, newsletters, promotions, programming activities and other publications/activities.
- Prepare, present and/or participate in public engagement activities on-site and off-site, including representing NSW State Archives at special functions, training seminars, tours, talks conferences, training, presentations, publications, media and webinars.
- Support and assist in the planning, development, implementation, management and reporting of a range of Museums of History NSW projects and contribute to the preservation of the State Archives Collection through identifying material requiring conservation and undertaking passive or basic conservation.

Key challenges

- Identifying issues that may hinder completion of tasks and finding appropriate solutions and ways to improve systems or processes.
- Undertaking complex research and projects while managing tight timeframes and ensuring high quality outcomes.
- Determining provenance; identifying record series and access directions and determining agency boundaries, sometimes with limited information.

Key relationships

Who	Why
Internal	
Lead Archivists	<ul style="list-style-type: none"> • Receive direction and guidance on projects/priorities and consult/liase on emerging issues, provide informed advice
Work Team	<ul style="list-style-type: none"> • Participate in meetings to share information and provide input • Work collaboratively; exchange information and expertise
Clients	<ul style="list-style-type: none"> • Communicate, maintain relationships, provide quality services
External	
Customers/Stakeholders	<ul style="list-style-type: none"> • Communicate, maintain relationships, provide quality services

Who	Why
Professional colleagues in other institutions	<ul style="list-style-type: none"> Liaise to exchange information and expertise

Role dimensions

Decision making

This role:

- Has autonomy and makes decisions under their direct control and refers decisions that require significant change to outcomes or timeframes; are likely to escalate or require submission to a higher level of management. This role is accountable for the delivery of work assignments on time and to expectations in terms of quality and outcomes.
- Exercises judgment in dealing with a range of operational and/or conceptual tasks and problems with reference to established standards, practices and procedures. When directed, is able to adapt systems, standards and priorities and deviate to a limited extent from precedent. With experience, may solve non-routine problems by applying principle and theory with reference to precedent.
- May be asked to achieve work outcomes that are direct, short-term, intermediate or long-term and that may affect clients, collections, co-workers or other agencies.
- Work may assist in the formulation of procedures or policies and contribute to the body of professional knowledge.

Reporting line

This role reports to the Lead Archivist, Public Access Services.

Direct reports

Nil

Budget/Expenditure

As per MHNSW Financial Delegations

Essential requirements

- Possession of qualifications acceptable for professional membership of the Australian Society of Archivists (ASA) or other combination of qualifications and experience deemed by the agency head or Public Service Commission to be equivalent, that meet the minimum standards inherent in the ASA standard.
- Ability to participate in a rostered working arrangement in accordance with the provisions of the Flexible Working Agreement, which may include after hours or weekend work.

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
 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth, and develop and apply new skills Seek feedback from colleagues and stakeholders Stay motivated when tasks become difficult 	Intermediate
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> Focus on key points and speak in plain English Clearly explain and present ideas and arguments Listen to others to gain an understanding and ask appropriate, respectful questions Promote the use of inclusive language and assist others to adjust where necessary Monitor own and others' non-verbal cues and adapt where necessary Write and prepare material that is well structured and easy to follow Communicate routine technical information clearly 	Intermediate
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> 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









	<p>Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<ul style="list-style-type: none"> • 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
	<p>Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances</p>	<ul style="list-style-type: none"> • Plan and coordinate allocated activities • Re-prioritise own work activities on a regular basis to achieve set goals • Contribute to the development of team work plans and goal setting • Understand team objectives and how own work relates to achieving these 	Foundational
	<p>Technology Understand and use available technologies to maximise efficiencies and effectiveness</p>	<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
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational

	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Work Collaboratively	Collaborate with others and value their contribution	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
	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