

Role Description

Scanning Assistant (Archiving, Storage & Scanning)



Education

Role Description Fields	Details
Cluster	Education
Department/Agency	NSW Department of Education
Division/Branch/Unit	Operations Group / EDConnect / Shared Services - Business Services and Enablement / Records Management / Archiving, Storage and Scanning
Role number	278292
Classification/Grade/Band	Clerk Grade 1/2
ANZSCO Code	561311
PCAT Code	1225192
Date of Approval	November 2024
Agency Website	education.nsw.gov.au

Agency overview

At the NSW Department of Education, we educate and inspire lifelong learners – from early childhood, through schooling to vocational education and training.

We ensure young children get the best start in life by supporting and regulating the early childhood education and care sector. We unlock excellence and unleash the potential of two-thirds of school children in NSW. We're proudly public and the largest education system in Australia. We nurture opportunities for every learner to develop the skills needed for their chosen career path, helping shape the industries of tomorrow.

We respect and value Aboriginal and Torres Strait Islander peoples as First Peoples of Australia.

EDConnect

EDConnect is the department's Shared Service Centre, delivering integrated transactional and advisory services for the department. EDConnect offers information, support and advice to schools and education support teams, for a wide range of services including business services, finance, human resources, ICT, and procurement.

Primary purpose of the role

The Scanning Assistant (Archiving, Storage & Scanning) undertakes a range of administrative support activities to enable the preservation, and accessibility of schools' and education support teams' records to meet department requirements and comply with the State Records Act.

Key accountabilities

- Assist with the migration of active and legacy hard copy records into digital format to assist their long-term preservation as departmental information assets.
- Support the provision of archival processes to assist in the assessment, preparation, and conservation of historical departmental records.

- Assist in the preparation and cataloguing of consignments to enable lodgement with off-site storage service providers.
- Provide customer support to assist in appraising and sentencing records in accordance with State Records NSW methodology.
- Provide support to projects using scanning software to enable the digital capture of active and legacy records for inclusion within the records management system before transfer to State Archive.
- In consultation with the supervisor, prepare an annual work plan that articulates, clarifies and documents the role's specific responsibilities, key deliverables, expected outcomes and indicators of success.

Key challenges

- Meeting multiple competing demands and deadlines while delivering accurate and consistent output within a high-volume team environment.

Key relationships

Internal

Who	Why
Supervisor	<ul style="list-style-type: none"> • Receive direction, advice, guidance and support. • Escalate issues, provide updates and clarify instructions. • Receive performance feedback.
Team members	<ul style="list-style-type: none"> • Provide support to achieving team outcomes. • Participate in meetings, share information and provide input on issues.
Stakeholders	<ul style="list-style-type: none"> • Respond to queries where possible, or redirect.

External

Who	Why
Key stakeholders	<ul style="list-style-type: none"> • Respond to queries where possible, or redirect.

Role dimensions

Decision making

Operates in a structured environment and consults with the Team Leader on sensitive, and complex high-risk or business critical matters to agree decisions on suitable courses of action.

Reporting line

Team Leader Scanning Unit (Archiving, Storage & Scanning)

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Knowledge of and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

Essential requirements

- Demonstrated understanding of and commitment to the value of public education.
- Valid Working with Children Check.

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.


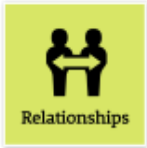
The capabilities are separated into focus capabilities and complementary capabilities



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
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">Behave in an honest, ethical and professional wayBuild understanding of ethical behaviourFollow legislation, policies, guidelines and codes of conduct that apply to your role and organisationSpeak out against misconduct and illegal and inappropriate behaviourReport apparent conflicts of interest	Foundational
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none">Work as a supportive and cooperative team member, sharing information and acknowledging others' effortsRespond to others who need clarification or guidance on the jobStep in to help others when workloads are highKeep the team and supervisor informed of work tasksUse appropriate approaches, including digital technologies, to share information and collaborate with others	Foundational






Capability group/sets	Capability name	Behavioural indicators	Level
	Deliver results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek clarification when unsure of work tasks • Complete own work tasks under guidance within set budgets, timeframes and standards • Take the initiative to progress own work • Identify resources needed to complete allocated work tasks. 	Foundational
	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.

Complementary capabilities

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
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Foundational
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate

Capability group/sets	Capability name	Description	Level
	Plan and prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
	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 project planning, coordination and control methods	Foundational