



## **DUTY STATEMENT**

### **College Archivist**

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<b>Date:</b>	May 2023
<b>Time:</b>	Part-time (0.4 – 0.6 FTE) negotiable
<b>Status:</b>	Ongoing
<b>Department:</b>	Administration

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#### **POSITION CONTEXT:**

Mercy College is a Catholic, coeducational school established by the Sisters of Mercy in 1972, with over 1600 students from Kindergarten to Year 12. The College is a Christ centred, child focussed faith and learning community, that celebrates a culturally diverse population guided by the Mercy values of Justice, Compassion, Service, Excellence and Dignity.

The role of the College Archivist is to collect, accession, preserve, conserve and restore (where necessary) records pertaining to the function and general operation of the College and its wider community. The College Archivist will ensure that records which have value as authentic evidence of administrative, corporate, cultural and intellectual activity, are made, kept and used to support understandings of College life. The College Archivist will make those records available to users in accordance with appropriate policies and procedures approved by the College.

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#### **LINE MANAGEMENT:**

Working under the direction of the Business Manager.

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## **DUTIES AND RESPONSIBILITIES:**

### **Archive Administration**

- Developing, maintaining and implementing archive policies and procedures necessary to support the College Archive and to ensure that the College fulfils its record keeping obligations according to legislative requirements and to protect its business interests. Archive policies and procedures will be developed according to current archival standards and Retention and Disposal Procedures according to the requirements of Catholic Education Western Australia;
- The Archivist will prepare and manage an archive budget in consultation with the Business Manager. The Archivist will work with all staff of the College and actively develop relationships with members of the wider college community – staff, students, parents and family members, both past and present.

### **Appraisal**

- The Archivist will make informed decisions regarding the creation, capture and retention or destruction of records in consultation with other staff and in accordance with the College's Archive Policy and the Records Retention Schedule using the current Australian Society of Archivists Records Retention Schedule for Non-Government Schools as an informed reference along with the schedule produced by CEWA.

### **Accessioning, Arrangement and Description**

- The Archivist is responsible for accessioning, arranging and describing all material accepted into the College Archive in keeping with professional archival policies and standards.

### **Records Management**

- The Archivist will consult with Administration regarding Records Management, providing advice and support on a day-to-day basis as well as long-term management of all records created by the College, regardless of format, especially in areas of administration and governance. This may include (but is not limited to) advice regarding choice of archival quality paper, filing and records tracking systems, regular transfer of non-current records to the Archives.
- Provide advice in regard to the digital and non-digital record keeping storage requirements including on site and off-site storage

### **Preservation and Conservation**

- The Archivist will work to establish a safe and secure repository with appropriate storage and environmental conditions having regard to recognised Archive standards.

### **Training Staff in Records Management & Archive principles**

- The Archivist will provide basic training to all staff in records creation and transfer methods ensuring all staff are made aware of the need to consult with the Archivist concerning material for appraisal before destruction.

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## **Research**

- The Archivist will provide research services to all members of the College and the extended community who have research enquiry about any aspect of the College's history. This will include coordinating with the Principal and past students regarding Reunions.

## **Outreach Programs**

- The Archivist will design and participate in regular activities to promote the history and heritage of the College and the existence, maintenance, historical, cultural and social significance of the Archives within the wider College community. Activities may include articles for school newsletters, magazines, reports, websites or other publications. Other outreach activities may include oral history projects, student liaison, alumni, volunteer programs and temporary or permanent displays.

## **Management of Volunteers**

- The Archivist shall train and supervise any students or volunteers who may assist in the Archives.

## **Museum/Heritage/Asset Advice**

- The Archivist is to ascertain the significance of museum and heritage items within the College and in its wider context. This may extend to assets around the College grounds which may not be in official archival custody, for example artwork, furniture, and buildings. The Archivist should be consulted for advice and support in matters concerning these items with regard to their real or inherent value, significance, preservation, restoration and display.

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## **KNOWLEDGE, SKILLS AND EXPERIENCE:**

- previous experience in a similar role is desirable;
- formal qualifications or be working towards a qualification in Archives and/or record management is desirable;
- a high level of interpersonal and communication skills;
- excellent communication skills (verbal and written);
- well organised, accurate, flexible and innovative;
- demonstrated capacity for self-directed work and for taking initiative;
- the ability to work independently and as part of a team;
- a clear commitment to the objectives and ethos of Catholic Education;
- competency in Microsoft Office 365 and online Learning Management Systems;
- Administration of Schools (AoS) experience, desirable;
- able to maintain strict confidentiality;
- must hold a current Nationally Coordinated Criminal History Check (through the Department of Education WA);
- must hold a current 'Working with Children' card;
- treat all information of the College in a confidential manner;
- work with all staff, students and family members in such a manner as to support the Catholic Education Office / Mercy College Code of Conduct; and
- commitment to Child Safety and Protection consistent with the CEWA Child Safe Framework.

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**SALARY, TERMS AND CONDITIONS:**

- The successful applicant will be employed under The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014 (EBA);
  - Commit to a Professional Growth Plan;
  - Salary Schedule – negotiable, dependent upon experience;
  - Working part-time, days negotiable;
  - Working 40 weeks (term time only);
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