## Position Description

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| **Position number** | ~~32527~~ |
| **APS Level** | APS 4 |
| **Branch & Section** | Collection Management, National Network Coordination |
| **Position title** | Archival Officer |
| **Job Role** | Curator/Archivist/Conservator (160201) |
| **Location** | Perth, Western Australia |
| **Status** | ~~Ongoing~~, Full-time |
| **Security designation** | Negative Vetting Level 1 |
| **Salary range** | $71,767 – $77,333 per annum + 15.4 Super |
| **Contact Officer** | Vesna Liso  Vesna.liso@naa.gov.au 08 9470 7531 |

## About the role

The Collection Management Branch is responsible for transferring, storing, preserving and digitising the National Archives' collection so it remains accessible for future generations. The branch develops policies and systems as well as provides services, undertakes research, and implements projects to ensure the care, management and accessibility of archival records. The branch is also responsible for identifying information management requirements for Australian Government agencies to ensure Australian Government information assets (records, information and data) are created, collected and managed effectively.

National Network Coordination is responsible for the strategic and operational implementation of the National Archives’ physical presence and statutory functions across a network of state and territory offices in Australia. This includes collection management, archival services, access, public engagement, digitisation and relevant state and territory stakeholder management responsibilities.

Under general direction the main duties of the role are to:

* Assist the Australian community to access the national archival collection by responding to reference inquiries, and assisting visitors to the Northbridge Research Centre and exhibition area.
* Perform duties associated with managing and providing access to the collection including access examination, digitising and copying, records repackaging, arrangement and description, data entry, basic preservation, and physically retrieving and returning records to the repository.
* Provide administrative support including financial reporting requirements such as asset control, stocktake and disposal, and reception duties.
* Represent the National Archives and liaise with internal and external stakeholders. Assist in the delivery of public engagement activities including exhibitions and public talks to promote an understanding of the National Archives and the collection.
* Work collaboratively to consult and share information with colleagues, provide advice, actively engage in problem solving and knowledge transfer and seek input from others to achieve business outcomes.
* Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
* Apply the National Archives’ Vision, Mission and Commitments as expressed in [Strategy 2030](https://www.naa.gov.au/about-us/who-we-are/accountability-and-reporting/strategy-2030-transformed-and-trusted-national-archives) and [Our Values](https://www.naa.gov.au/sites/default/files/2023-07/Our-Values-Poster.pdf) cultural statement.

Relevant tertiary qualifications (or significant progress towards completion) and/or experience working with an archival or cultural heritage collection is desirable.

## Who we are

**The National Archives of Australia (the National Archives)** provides leadership in the best practice management of the official record of the Commonwealth and ensures that Australian Government information of enduring significance is secured, preserved and available to government agencies, researchers and the community.

**Our vision**: The National Archives is committed to being a world-leading archive and strives to strengthen Australia's cultural identity and democracy by connecting people with the evidence of Australian Government activities and decisions.

The National Archives endeavour to meet the future needs of government and expectations of the Australian public in our rapidly changing digital environment. Underpinning the transformative strategies to enable, secure, connect and innovate is a drive for comprehensive digital capability and service delivery. National Archives is committed to:

* innovation
* collaboration
* inclusion

The National Archives is also committed to developing the capability and expertise of our staff, we offer a Studies Assistance Program that supports staff to achieve individual goals as well as increasing their capacity to help achieve the National Archives’ strategic objectives. Our Health and Wellbeing Program encourages and supports a healthier workplace and healthy lifestyle choices for all employees.

**Are you eligible?**

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Negative Vetting Level 1 clearance level.

Capacity to meet the inherent physical requirements of the position including retrieving and returning records to the repository.

**How to apply**

You need to apply through our [e-recruitment system](http://careers.naa.gov.au/cw/en/listing/).

Your application will need to include:

* the names and contact details of at least two referees, one of whom should be a current supervisor.
* your current resume.
* statement (1000 words maximum), describing how your skills, knowledge, and experience/qualifications would enable you to perform the duties of the role taking into account the [“Performance Expectations”](https://www.naa.gov.au/about-us/employment/how-apply/performance-expectations) at the relevant classification and the National Archives’ Vision, Mission and Commitments as expressed in [Strategy 2030](https://www.naa.gov.au/about-us/who-we-are/accountability-and-reporting/strategy-2030-transformed-and-trusted-national-archives) and [Our Values](https://www.naa.gov.au/sites/default/files/2023-07/Our-Values-Poster.pdf).