



## POSITION DETAILS

**Position Title**

Archivist

**Position Number**

10904

**Classification Level**

Specified Calling Level 1

**Award/Agreement**

Public Service Award 1992, or any other prevailing industrial instruments

**Division/Directorate**

State Records Office

**Branch/Section****Physical Location**

Perth Cultural Centre

**Effective Date**

26/02/2024

**Employment Type**

Permanent

**Employment Status**

Full time

## REPORTING RELATIONSHIPS

**Position reports to**

11686 – Senior Archivist – SCL2

**Positions reporting to this position**

## PURPOSE OF THE POSITION

This position assists with the provision of reference services to clients accessing Government records; developing the preservation program; repository management; the documentation of records in the Series Registration System; and participating in support team and other intra directorate activities.



## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

### MISSION

**To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.**

### VISION

**Creating a vibrant, inclusive and connected WA community.**

### VALUES

**Customer Focused  
Responsive  
Respectful  
Accountable  
Innovative**

### DLGSC Objectives

- Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
- Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State's cultural diversity
- Contribute to the wellbeing of the community through effective regulation
- Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
- Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places.

### DLGSC Approach

We will achieve this by:

- Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
- Being efficient, effective and responsive through an agile and flexible workforce
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of whole-of-State Government targets
- Using evidence-based information to develop community focused engagement and partnerships

## DUTIES OF THE POSITION

This section outlines the essential results and outcomes required of an individual in this position.

1. Participate in the provision of reference services to public and agency clients of the State Records Office.
2. Assisting with the day to day management and maintenance of records in all repositories (archival and intermediate), controlled by the State Records Office.
3. Ensure the orderly transfer of records into archival custody. Contribute to the development and implementation of the State Records Office Preservation Program.
4. Document new transfers and review existing control records to allow for optimum accessibility by clients.
5. Assist in planning and developing State Records Office programs. Act as a specific project team coordinator as required.
6. Participate and assist in training programs for staff and work experience personnel, and client education programs such as seminars, tours, talks and written contributions.
7. Participate in State Records Office support teams as required.
8. Other duties, as required that fall within the parameters of the position.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### Essential

1. Bachelor of Arts (Librarianship or Archives Management) or approved equivalent.
2. Demonstrated ability to be effective in verbal and written expression and comprehension.
3. Demonstrated ability to identify client needs and expectations and provide flexible and responsive services.
4. Demonstrated ability to integrate diverse sources of information, make clear judgements about complex problems and develop creative and workable options and solutions.
5. Demonstrated knowledge, understanding and experience of archival principles and practice.

### Desirable

1. Eligibility for Professional membership of the Australian Society of Archivists.



## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special Conditions

- May be required to travel intrastate and / or interstate.

### Appointment is subject to:

- 100 point identification check; and
- Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

### Training:

- Complete induction within three months of commencement.
- Complete Accountable and Ethical Decision Making Training within 6 months.
- Complete any training specific to the role required by Departmental policy.

## CERTIFICATION

*The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.*

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**Corporate Executive Representative Signature**

Date (DD/MM/YYYY)

*I have read and accept the responsibilities of the Job Description Form.*

*The position's duties are to be performed in accordance with the Department's Code of Conduct.*

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**Employee Signature**

Date (DD/MM/YYYY)