Archivist – Arrangement and Description

**POSITION NUMBER** | 0061389
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**PROFESSIONAL CLASSIFICATION** | UOM 6 - $92,749 - $100,397 per annum (pro rata for part-time)
**STANDARD/SALARY** | 
**SUPERANNUATION** | Employer contribution of 17%
**WORKING HOURS** | Full Time (1 FTE)
**BASIS OF EMPLOYMENT** | Continuing

**HOW TO APPLY**
Go to [http://about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers), under Current staff or Prospective staff, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’) and search for the position by title or number.

**CONTACT FOR ENQUIRIES ONLY**
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*Please do not send your application to this contact*

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For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University’s finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.
The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

STUDENT AND SCHOLARLY SERVICES

Student and Scholarly Services provides student administration and services from recruitment and point of enquiry to graduation. This team also delivers wellbeing and scholarly services to students and staff.

Student and Scholarly Services manages the University’s libraries, scholarly and special collections, the University of Melbourne Archives, and learning systems. It provides information, research and online learning and teaching technology services to meet the scholarly needs of students and staff.

ARCHIVES AND SPECIAL COLLECTIONS

Archives and Special Collections (ASC) develops, provides care for, and facilitates access to the University of Melbourne Archives, Rare Books, Prints, Rare Music, Maps and East Asian collections. The department is led by the Associate Director, Archives and Special Collections and University Archivist. The department sits within Research and Collection Stewardship, a sub-portfolio of Scholarly Services led by the Director and University Librarian.

ASC was formed to realise the social benefit of collections through universal access, their care and development for teaching, learning and research, now and into the future.

ASC’s values include:

- Better Together - empathy, collegiality, respect and collaboration
- Service Excellence – professionalism, creativity and integrity
- Mission Focus - professional commitment, growth, and advocacy

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all
forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

ABOUT THE ROLE
Position Purpose:
The Archivist – Arrangement and Description works closely with, and under the broad direction of, the Deputy Archivist and as part of the Archives and Special Collections team. The role is responsible for the continued development and implementation of University of Melbourne Archives descriptive standards and practices.

Drawing on specialist knowledge and expertise in arrangement and description, the Archivist – Arrangement and Description will use UMA’s conceptual data model to continually improve, formalise and implement UMA’s descriptive standards. This work will be undertaken in consultation with the Senior Archivist – Digital and Systems and the Discovery Archivist positions and will be regularly reviewed in line with contemporary discussions about best-practice archival description. Using these standards, the Archivist will arrange and describe medium-sized collections as they are acquired, in collaboration with the Archivist – Appraisal and Acquisition. The incumbent will also be responsible for creating processing plans for large unlisted collections, and for managing such projects as the opportunities arise. The Archivist – Arrangement and Description will collaborate with the Reference Archivist on digitisation projects.

Reporting line: Deputy University Archivist, Archives and Special Collections
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: 0

**Key Dimensions and Responsibilities:**

Task level: Significant
Organisational knowledge: Moderate
Judgement: Significant

Operational context: The Archives operates from the repository in Brunswick and through the ASC Reading Room in the Baillieu Library. The Archives and this position interact with external researchers, donors of archive collections, peers and stakeholders in the archives and related sectors, volunteers, researchers, university academic staff and students, university professional staff, and is a core part of the Archives & Special Collections team.

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at [http://safety.unimelb.edu.au/topics/responsibilities/](http://safety.unimelb.edu.au/topics/responsibilities/).

Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.

**Core Accountabilities:**

1. Using UMA’s conceptual data model, continually improve, formalise and implement UMA’s descriptive standards
2. Develop guidelines and run training sessions for other staff to ensure consistency of description across the UMA team
3. Using expert knowledge and experience, arrange and describe (catalogue) medium-sized collections as they are acquired by UMA
4. Prepare and manage description projects on large, unlisted and previously acquired collections in order to address the collection backlog
5. Maintain an understanding of and engage with contemporary discussions of archival practices to ensure that UMA standards align with current best-practice
6. In collaboration with the Reference Archivist, propose and undertake digitisation projects
7. Other archival duties as directed

**Selection Criteria:**

Education/Qualifications

1. Tertiary qualifications in Archives, Records and Information Management, or related discipline, and/or an equivalent mix of education and relevant experience
Knowledge and skills:

1. Demonstrated leadership skills with proven experience leading a team of professional staff to deliver upon goals, and develop individual and team performance
2. Extensive experience in archives, records, information management or related field, with strong understanding of archival practice and industry standards, and their practical application in large archive
3. Strong communication skills and the ability to work collaboratively across a multifaceted organisational context
4. Proven liaison and relationship building skills, and experience in the development of archival collections, including appraisal and assessments of significance, value, teaching and research potential
5. Conceptual and analytical skills, and the ability to identify, initiate and implement continuous improvements to business processes, projects or programs in order to enhance performance, productivity, services or stakeholder engagement
6. Knowledge and experience of archival collection management systems, and understanding of the application and use of systems to enhance access and discovery of collections
7. Understanding of digital collecting and digital preservation as it relates to archives and permanent records
8. Demonstrated knowledge of current and emerging trends in Archives and/or Records and Information Management sectors

Desirable:

1. Familiarity with tertiary educational institutions and their operations, particularly libraries, archives, records, museums, or cultural collections.
2. Understanding of learning, teaching and research issues in the Australian higher education sector, especially as it relates to archives.
3. Awareness of the University of Melbourne Archives collection, and the place of archival collections in modern universities

Special Requirements:

Employment in this position is conditional upon receipt and maintenance of a Working with Children Check