NATIONAL ARCHIVES OF AUSTRALIA

Position Description

Position number	32313
APS Level	EL2
Branch & Section	Government Information and Collection Management Branch, Preservation Section
Position title	Director Preservation
Job Role	380402 – Curator / Archivist / Conservator Intelligence and Information Management / Knowledge Management (APS Job Code)
Location	Mitchell, ACT or Chester Hill, NSW
Status	Ongoing
Security designation	Negative Vetting 1
Salary range	$147,889 - $160,006 pa + 15.4% superannuation
Contact Officer	Celia Blake celia.blake@naa.gov.au

About the role

The Government Information and Collection Management branch is responsible for establishing information management standards that increase Australian government agency maturity and strengthen capability. We proactively engage with agencies providing trusted and practical advice and understand the information management challenges they face.

We identify and authorise Commonwealth records to be retained as national archives or disposed of appropriately. We facilitate the transfer of physical and digital records into the collection and manage and preserve an evolving collection in line with best archival practice. We digitise and describe records and provide collection focused services to internal and external stakeholders.

The Preservation section is responsible for the preservation of the most significant records of the Commonwealth. Preservation safeguards and preserves the collection by applying world-class knowledge and expertise.

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

- Lead and manage the Preservation section to achieve organisational objectives in accordance with the National Archives' strategic directions, outcome and outputs framework, legislative framework and other policies
- Provide national leadership and strategic advice on the preservation of the national archival collection.
- Lead the development of standards and policies to preserve and make accessible the national archival collection,
- Oversee work to preserve records at risk of loss or deterioration, through preventative preservation strategies, conservation treatments and preservation digitisation processes.

- Represent National Archives and build and maintain strong partnerships with internal and external stakeholders including national and international cultural institutions and Australian government agencies.
- Inspire and lead a high-performing team, fostering a culture of innovation, collaboration, and excellence.
- Promote and apply the APS and National Archives values and contemporary people management principles and practices in diversity, workplace health and safety and participative management.
- Implement, promote and apply the National Archives' Vision, Mission and Commitments as expressed in *Strategy 2030* and *Our Values*.

Appropriate qualifications or experience in the preservation and/or management of archival collections are essential.

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 1 clearance level.

How to apply

You need to apply through our e-recruitment system.

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

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account the "Performance Expectations" at the relevant classification and the National Archives' Vision, Mission and Commitments as expressed in *Strategy 2030* and *Our Values*.

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