



NATIONAL ARCHIVES OF AUSTRALIA

Position Description

Position number	31256/ 496913
APS Level	APS Level 3
Branch & Section	Collection Management, Digitisation Services
Position title	Quality Assurance and Administration Officer
Job Role	Information and Knowledge Management (160204)
Location	Mitchell, ACT
Status	Full-time, Ongoing/ Non ongoing
Security designation	Negative Vetting 1
Salary range	\$66,984 to \$72,581 + 15.4% Superannuation
Contact Officer	Suellen Bailey, Assistant Director Digitisation Services suellen.bailey@naa.gov.au , 02 6212 3668

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.

The Digitisation Services section provides leadership to the National Archives digitisation function. This includes the National Digitisation Strategy and Annual Plan, digitisation-on-demand service, Agency Digitisation Service and proactive digitisation, including the World War II digitisation project and commercially operated, Digitisation Hub. It excludes preservation digitisation of audio-visual and photographic formats. The Digitisation Services section is responsible for both in-house and outsourced digitisation in Canberra and providing guidance on digitisation activities to all state and territory offices.

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

- Use software applications to undertake quality assurance and loading of digital images to the Archives' access and preservation digital platforms, consistent with Digitisation Services' service schedule and the National Archives' Preservation Digitisation Standards for paper records.
- Provide technical support to team members and colleagues, including feedback regarding the quality of digitised images; liaise with internal and external clients regarding progress on digitisation requests.
- Contribute to the development of procedures, guidelines and workflows which are consistent with relevant standards and policies, including the Protective Security Policy Framework.
- Prioritise and perform various administrative tasks, including the preparation and manipulation of data and statistics using electronic spreadsheets, and the entry and retrieval of data from electronic records systems using established procedures and practices.
- Work closely and productively with team members and colleagues; participate in section meetings; actively support working relationships across the organisation.

- Identify and put forward ideas to resolve or mitigate problems, and contribute to and participate in, the National Archives' change agenda and professional development.
- Undertake the physical handling, retrieval and return of archival records and other tasks as directed, ensure that Work, Health and Safety issues are identified, reported and monitored.
- 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.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2030](#) and [Our Values](#).

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 (**750 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”](#) at the relevant classification and the National Archives’ Vision, Mission and Commitments as expressed in [Strategy 2030](#) and [Our Values](#).

The National Archives has a skilled and diverse workforce. We value our people, performance, integrity and service, and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. For more information see [Inclusion and diversity | naa.gov.au](#)

