



NATIONAL ARCHIVES OF AUSTRALIA

Temporary Employment Register – 2024-25

APS Level 1 to Executive Level 2

Non-ongoing, Full-time / Part-time / Casual / Shift
Work



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VACANCY DETAILS

Job Title	Temporary Employment Register – 2024-25
Classification	APS Level 1 to Executive Level 2
Location	Various – Australia
Job Status	Non-Ongoing, Full-time / Part-time / Casual / Shift Work
Clearance Level	Baseline Negative Vetting Level 1 Negative Vetting Level 2
Contact Officer	HR Helpdesk hr.helpdesk@naa.gov.au 02 6212 3987

Acknowledgement of Country

National Archives of Australia acknowledges the traditional owners and custodians of Country throughout Australia and acknowledges their continuing connection to land, sea, and community. We pay our respects to the people, their cultures, and Elders past, present and emerging.

About the National Archives

Our work strengthens trust in democracy and improves government transparency and accountability by connecting Australians to government decisions and activities.

National Archives of Australia provides leadership in 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.

Together with the APS Values and APS Code of Conduct, Our Values guide us in all that we do.

- **Inclusion** - We respect and value the uniqueness of our colleagues. We believe everyone should have the opportunity to be heard, and we actively listen to each other's experiences and knowledge. Together, we support each other to grow and make a positive difference.





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- **Collaboration** - We trust each other and make decisions together. We believe regular and early consultation within and across teams enables us to make the best decisions. You are encouraged to develop your knowledge and establish connections with other teams, promoting cross-functional collaboration and a deeper understanding of our agency-wide priorities.
- **Innovation** - Our history is a valuable foundation for shaping our future. We believe innovation can be incremental and is something we can all initiate and take part in. You are encouraged to be curious, explore new ideas and identify opportunities for positive change and to use experimentation and failure as an opportunity to learn and try again.

We value inclusion and foster a culture of belonging and empowerment. In National Archives we understand we are strengthened by the diversity of our people, and we listen and engage with each other and celebrate diversity.

Benefits of working with us

- **An inclusive working environment:** We value the experiences and unique perspectives of all diverse backgrounds and people with disability are recognised and valued as an integral component of the Australian Public Service (APS).
- **Access to employee networks:**
 - First Nations Employee Network: The Network provides a culturally safe and supportive environment for First Nations employees at National Archives.
 - Diversity and Inclusion (D&I) Employee Network: The Network focusses on building relationships, raising awareness, and making diversity and inclusion initiatives more visible at National Archives.
- **Cultural, ceremonial and NAIDOC leave:** In addition to Annual and Personal Leave, our employees may access additional leave to participate in significant activities associated with their culture or to fulfil ceremonial obligations.
- **Offices across Australia:** We have an office in each state and territory to support you to stay connected with your community and your colleagues.
- **Flexible working arrangements:** We recognise the importance of an appropriate balance between employees' personal and working lives, and the role flexible working arrangements can play in helping to achieve this balance.
- **Learning and development:** We build capability through openness to new ideas, regular and constructive feedback, and a strong commitment to developing all employees to their full potential by providing a range of learning and development opportunities and recognising the importance of supporting the development of employees.
- **Study assistance:** We support people working at National Archives to achieve their educational goals and apply their additional skills and knowledge. Study assistance is available for eligible employees to undertake formal courses of study at tertiary and higher education institutions and other vocational education courses, where the study is agreed to and relevant to the business requirements of National Archives and the Australian Public Service.



- **Competitive remuneration:** Applicants deemed suitable with exceptional skills, experience or expertise may be eligible for an Individual Flexibility Arrangement (IFA) in accordance with the IFA provisions of the NAA's Enterprise Agreement 2024-2027. This may include additional remuneration and/or the variation of other conditions.

Vacancy Information

This Temporary Employment Register is open to candidates to submit an expression of interest for employment with the National Archives of Australia.

Your employment with the National Archives will be subject to the National Archives Enterprise Agreement 2024-2027 (NAA EA), [the Public Service Act](#), [the Fair Work Act 2009](#) (FW Act) the National Archives internal policies.

The Register allows us to access appropriately skilled and experienced individuals at short notice for non-ongoing or temporary positions. Depending on operational requirements, opportunities may be offered on a full-time, part-time, intermittent/irregular (casual) or shift-worker basis for up to an initial engagement period of up to 12 months, which can possibly be extended once to a maximum of 18 months as per the [Australian Public Service Commissioner's Directions 2022](#).

There is no guarantee that an offer of employment will be made while your application remains on the register. You will only be contacted if a suitable vacancy arises that matches your skills and experience. Our agency offers employment opportunities across various areas of the agency.

Roles available

We offer employment across various areas in the agency. National Archives sets **3 key activities** to achieve its purpose:

- **Enable** best practice information management by Australian Government entities.
- **Secure and preserve** nationally significant Australian Government information.
- **Connect** Australians to the national archival collection.

In addition, we offer employment in roles that:

- **Support** and enable delivery of core business through specific or specialised services.

Through this register we are looking for candidates with preference to work in various areas. For detailed information please refer to the job category description at the last page of this document.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS)
- Successful applicants will be required to undergo the process to obtain and maintain the required security clearance level for the role as indicated.



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- Successful applicants will be required to undergo a mandatory National Police Check.
- Successful applicants must satisfy any mandatory qualification requirements applicable to the position.
- Your non-ongoing employment with the National Archives will be contingent on the satisfactory completion of a three-month period of probationary employment.

Privacy

Personal information collected by the National Archives is protected by the [Privacy Act 1988](#). The National Archives collects your personal information for management and personnel purposes as required by the *Public Service Act 1999*. For more information on how the National Archives handles personal information, please refer to our privacy policy available at: [Our Privacy Policy | naa.gov.au](#).

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 (300 words maximum), describing your unique skills/ experiences would line up with [our values](#) of Inclusion, Innovation and Collaboration.

If you are experiencing any difficulties submitting your online application, please contact the HR Services team via email to hr.helpdesk@naa.gov.au or call us on 02 6212 3987.



Job Category Descriptions

Please note, you should only apply for an area of work if you have interest and/or relevant skills and experience in that area. All areas of work require candidates for administrative, management and specialist roles.

Key activity	Area of work	Further information
Enabling – Best practice information management	Government Records and Data Management	These roles develop and deliver policies, standards, and initiatives to improve the management of Australian Government information assets. A background in archival and records management is essential.
Secure – Records Policy and Advice	Preservation	These roles set storage, preservation and digitisation standards, conserve fragile and damaged records, prepare records for research, exhibition, and loan, and provide preservation-related training and advice ensuring that the collection will be available years from now.
	Digitisation	These roles provide digitisation services including the scanning and preservation of digital assets preservation in accordance with preservation principles, standards and ethics and provide guidance on digitisation processes and tools to all state and territory offices.
	Collection Management	These roles are responsible for managing the National Archives' archival collection, facilitating records transfers, lending, and storage services.
Connect - Access and Promotion of the Collection	Description	These roles add item level descriptions to collection material. The ability to work as part of a team in a cooperative and collegiate manner, follow procedures and enter accurate data is important. A background in administration and/or data entry would be beneficial.
	Access Examination	These roles facilitate access to the national archival collection by reviewing records for any continuing sensitivities prior to their public release under the <i>Archives Act 1983</i> , and connect researchers, communities, and government agencies to the collection. The examination team is supported by APS3 and APS4 administration staff.
	Aboriginal and Torres Strait Islander Engagement	These roles embed a First Nations first approach in all our work through the provision of internal advice supported by the Our way: Aboriginal and Torres Strait Islander protocols, which guide our engagement with First Nations communities and peoples, and the



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		Tandanya Declaration, the first international archives declaration on Indigenous people and matters.
	Education, Exhibitions, Learning and Visitor Experience	These roles curate exhibitions and design and implement curriculum-aligned learning resources, providing high-quality customer service and deliver engaging and informative education and lifelong learning programs to school groups and visitors.
	Digital Publishing	These roles develop and deliver National Archives' programs and services online via naa.gov.au for external audiences, and intranet on SharePoint for internal audiences and to work collaboratively to ensure information is user-focused and audience-centred.
	Communications	These roles promote and profile National Archives through marketing, public relations, media, social media, strategic partnerships, corporate events, retail activities and the Members Program.
Support – Delivery of core business	Administration	These roles provide support to a variety of sections through administrative practices, systems, and procedures.
	Executive Support	These roles provide high-level support to National Archives' Executives through administrative practices, systems, and procedures. They may include managing Senior Executive/s diary appointments, records and correspondence, travel arrangements, and schedule and support meetings. They may also draft and prepare correspondence, agendas, minutes, presentations, and briefing notes to support the achievement of business requirements; or gather, collate, and provide background information for the executive to support informed decision making and planning.
	Facilities	These roles manage and oversee property on behalf of National Archives including the coordination, supply and maintenance of facilities and services including air conditioning, buildings, lifts, lighting, and furniture.
	Security	These roles manage protective security as directed in the Protective Security Policy Framework (PSPF) to ensure the agency physical and personnel security requirements are met. Previous experience in security, data entry, customer service or similar position will be highly regarded. Cert IV in Security management will be highly considered.



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	Finance	These roles provide high quality, timely and accurate financial and procurement advice and services to the National Archives while ensuring legislative and compliance financial framework obligations are met.
	Human Resources	These roles develop and implement policies, strategies, and services to enhance workforce wellbeing, capability, and inclusivity, and administer employment arrangements through payroll, recruitment, and performance management. A background in HR and client services will be highly regarded.
	Recordkeeping	These roles ensure best practice recordkeeping including accountability for the creation, management, and use of information assets across National Archives.
	ICT (Application and Systems)	These roles provide advice to National Archives' management on the efficient and effective use of technology and enable workers through end user support and devices.
	Graphic Design	These roles design and produce visual assets for publication and reproduction using text, symbols, pictures, colours, and layout with particular emphasis on tailoring the message for the intended audience.
	Legal Services	These roles provide legal services including Freedom of Information (FOI), Privacy and legislation matters.
	Business Analyst	These roles communicate with users to formulate and produce requirements specifications to create service, system, and software solutions. These roles also analyse business processes, procedures, and work practices to identify inefficiencies and recommends optimal business practices and draw on project management methodologies, principles, and techniques to develop project plans and to cost, resource and manage projects.



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2023

