



NATIONAL ARCHIVES OF AUSTRALIA

Position Description

Position number	30115
APS Level	APS Level 5
Branch & Section	Access and Public Engagement Branch, Description and Personal Records Section
Position title	Senior Archival Officer
Job Role	Data/Information Management (160204)
Location	Mitchell, ACT
Status	Full-time; Non-ongoing for 12 months with a possibility of ongoing.
Security designation	Negative Vetting Level 1
Salary range	\$82,291 to \$88,273 pa + 15.4% super
Contact Officer	Natalie Clough Natalie.Clough@naa.gov.au (02) 6212 3615

About the role

The Access and Public Engagement Branch is the public face of the National Archives of Australia, delivering reference, description and research services, examination for the release of records in the open period, exhibition, education and public programs, publishing (including digital publishing), marketing, partnerships and events on site at national and state offices, and online. All programs and activities support the key National Archives' role of providing an accessible, visible and interpreted national archival collection.

The Description and Personal Records Section is responsible for description of the national archival collection at item level. This provides the foundation from which operational and service delivery including storage, lending and retrieval, reference services, access examination, public programs, digitisation and preservation can occur.

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

- Undertake collection surveys including research, analysis and proposing solutions to improve and enhance the discoverability and description of records. Draft project documentation and guidelines to improve and enhance collection descriptions.
- Undertake and advise on the complex arrangement and description of records. Liaise and collaborate with staff in other sections, survey records, take initiative, problem solve, propose solutions, describe and re-house records.
- Support and undertake description related project work as part of a team and perform administrative tasks including planning, reporting and evaluating projects.
- Assist with drafting, implementing and promoting policies and procedures relating to description.
- Communicate effectively and negotiate confidently, both orally and in writing. Respond to complex archival description enquiries and maintain and develop effective professional

relationships with internal and external stakeholders. Operate as an effective representative of the organisation in internal forums.

- Work independently and collaboratively as an effective team member. Supervise, support and manage the performance of staff and volunteers.
- Adopt a principled approach and adhere to the APS Values and Code of Conduct. Apply the principles of workplace diversity, work health and safety and participative management within a work and team environment. Act professionally and operate within the boundaries of organisational processes and legal and public policy constraints.
- 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.

You must also be able to meet the physical requirements of repetitive, sedentary, screen-based work and/or pack, sort, lift and relocate records in accordance with established work health and safety practices and archival principles.

How to apply

You need to apply through our [e-recruitment system](#).

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](#)



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; and
- a statement (500 word 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](#).

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