



NATIONAL ARCHIVES OF AUSTRALIA

Position Description

Position number	496889
APS Level	APS Level 4
Branch	Collection Management Access and Public Engagement
Position title	Digital Archiving Cadet (Affirmative Measure – Aboriginal and/or Torres Strait Islander)
Location	Various – can be based at any of the following National Archives offices: Canberra (Mitchell and Parkes), Sydney (Chester Hill), Brisbane (Cannon Hill), Melbourne (North Melbourne and East Burwood), Adelaide (CBD).
Status	Part time (3 days/Week) Non-ongoing/Ongoing Non-ongoing for 11 months (February 2025 – December 2025) with a possibility of ongoing.
Security designation	Baseline
Salary range	\$74,638 to \$80,426 + 15.4% super (on pro-rata basis)
Contact Officer	Serena Coates Assistant Director Digital Archives, Innovation & Research Transformation Branch Email: serena.coates@naa.gov.au

About the role

The National Archives' Digital Archiving Cadet Program is an opportunity to continue professional study while getting hands-on experience in the management of digital records that define Australia's past and shape its future.

The Digital Archiving Cadet (Affirmative Measure - Aboriginal and/or Torres Strait Islander) role is open to applicants of Aboriginal and/or Torres Strait Islander heritage only.

The successful cadet will undertake three rotations during the eleven-month program, primarily in the Collection Management, and Access and Public Engagement branches. During the rotations, the successful cadet will build practical skills and experience in a range of roles.

The Access and Public Engagement branch is responsible for helping the public access and engage with the national archival collection. The branch manages the digital platforms and research facilities that the public uses, delivers educational programs and exhibitions, provides marketing and communications support, and organises corporate events and partnerships.

The Collection Management branch is responsible for protecting the records in the national collection. This branch helps preserve as well as digitise records, so they are more accessible to the public. Collection Management also provides advice on information management policies and delivers services at National Archives offices around Australia.

While working part time (equivalent of three days a week) at National Archives, the Digital Archiving Cadet will be supported to complete the [Graduate Certificate in Digital Archiving](#) from Charles Sturt University. Learning will be completed remotely on a part time basis (2 subjects per semester, over two semesters / 0.5 load). All course fees will be fully covered by the National Archives as part of the cadetship program. The study component of the cadetship is online and is to be completed outside of working hours at the National Archives.

Tasks will vary from cadet to cadet, dependent on rotations, but may include (not limited to) the following:

- Arranging and describing archival collections
- Digitisation of collection items
- Responding to client queries
- Assisting with public seminars
- Research in different aspects of recordkeeping and archival management
- Preservation of collection items
- Transfer of archival records

The successful cadet can elect a preferred capital city to work from (dependent on available resources at the preferred State Office), but applicants are encouraged to consider working at National Archives' head office in Canberra. Relocation assistance may be provided on a case-by-case basis.

Desirable attributes

Desirable attributes for the successful Digital Archiving Cadet include:

- ability to collaborate with others to achieve the best possible outcomes
- ability to incorporate feedback into your work
- an eagerness to learn new concepts, models and workflows
- ability to explore ways of improving processes and/or systems
- ability to seek out and understand information from a range of sources
- ability to learn and use various systems and software
- eligibility to enrol in the [Graduate Certificate in Digital Archiving](#) at CSU
- ability to complete Graduate Certificate in Digital Archiving
- adherence to APS Values and Code of Conduct
- contribution to a safe, healthy and diverse workplace, working within a team environment.
- implementation, promotion and application of the National Archives' Vision, Mission and Commitments as expressed in *Strategy 2030*, and *Our Values*.

Who we are

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 made available to government agencies, researchers and the community.

Our vision: 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.

National Archives embraces the primary values of innovation, collaboration, and inclusion.

National Archives is 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

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](https://naa.gov.au/inclusion-and-diversity)



to help achieve the National Archives' strategic objectives. Our Health and Wellbeing program encourages and supports a healthy workplace and healthy lifestyle for employees.

Inclusive Workspace

National Archives cares about the cultural safety of our First Nations employees and colleagues, and aims to create a welcoming, safe workspace through the following:

- option to work a normal workday on 26 January (utilising the public holiday on a different day)
- access to cultural, ceremonial and NAIDOC leave
- implementation of the Reconciliation Action Plan, supported by the RAP Working Group
- First Nations Cultural Competency training for staff
- access to the First Nations Employee Network

Privacy

Information about an employee's racial or ethnic origin is 'sensitive information' for the purposes of the [Privacy Act 1988](#). Sensitive information has a higher level of protection and the person's consent is required for the information to be collected. The Australian Privacy Principles provide that an agency can only use or disclose sensitive information for the purpose for which it was collected. Privacy legislation requires managers and HR practitioners to obtain consent from an individual to share information about their Indigenous status with other people in the agency. For more information please view [Use and disclosure of employee information](#).

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)
- Applicants must meet the requirements (either an undergraduate university degree, or proof of equivalent professional experience in a related field) for enrolment in the Graduate Certificate in Digital Archiving at Charles Sturt University– for more information see: [Graduate Certificate in Digital Archiving - Study \(csu.edu.au\)](#).
- **Affirmative Measures:** The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait Islander people Eligible applicants:
 - o are of Aboriginal and/or Torres Strait Islander descent; and
 - o identify as Aboriginal and/or Torres Strait Islander; and
 - o are accepted by their community as being Aboriginal and/or Torres Strait Islander.
- **Confirmation of Heritage:** Evidence of Aboriginal or Torres Strait Islander status. To demonstrate eligibility for employment under this affirmative measure, you are required to provide evidence of your heritage as an Aboriginal and/or Torres Strait Islander person within your first three-months of employment. Suitable evidence of Aboriginal or Torres Strait Islander status may include:
 - a) A letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person, or
 - b) A confirmation of Aboriginal and/or Torres Strait Islander descent document executed by an Indigenous organisation.Please visit [Aboriginal and Torres Strait Islander Recruitment Guide | Australian Public Service Commission \(apsc.gov.au\)](#) for more information or contact us to discuss this process and let us know how we can support you.

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- Successful applicants will be required to undergo the process to obtain and maintain the required security clearance level for the role as indicated.
- Successful applicants will be required to undergo a mandatory National Police Check.
- Your employment with National Archives will be contingent on the satisfactory completion of a three-month period of probationary employment.

How to apply

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

Your application will need to include:

- Evidence of an Undergraduate University Degree OR equivalent professional experience in a related field
- Evidence of Aboriginal or Torres Strait Islander cultural heritage
- The names and contact details of at least two referees, one of whom should be a current supervisor at university/ work or a current academic advisor.
- Your current resume
- A statement (**500 words maximum**) responding to the 'Desirable attributes' listed above, as they relate to the possible tasks listed under 'About the Role'. In your response, please describe **how your skills, knowledge and experience/qualifications would make you a suitable candidate for the role**. Please consider the [Performance Expectations](#) for an APS Level 4, and the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2030](#) and [Our Values](#).

The selection process may include a mix of group interviews and individual interviews

The full cost of university fees will be covered by the National Archives with the proviso that cadets must sign an agreement to complete all components of the program, including studies and work placements. Failure to complete the program may result in a request to reimburse fees for any incomplete studies.

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