



NATIONAL ARCHIVES OF AUSTRALIA

Position Description

Position number	32836/496890
APS Level	APS Level 4
Branch & Section	Collection Management Branch, National Network Coordination
Position title	Archival Officer
Job Role	Curator/Archivist/Conservator (160201)
Location	Cannon Hill, Queensland
Status	Non Ongoing/ Ongoing, Full-Time
Security designation	Negative Vetting 1
Salary range	\$74,638 to \$80,426 per annum + 15.4% superannuation
Contact Officer	Deanne Zeller, deanne.zeller@naa.gov.au , (07) 3249 4215

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.

National Network Coordination is responsible for the strategic and operational implementation of the National Archives' physical presence and statutory functions across a network of state and territory offices in Australia. This includes collection management, archival services, access, public engagement, digitisation and relevant state and territory stakeholder management responsibilities.

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

- Assist the Australian community to access National Archives' collection by responding to reference inquiries, examining records for release and assisting visitors to the Queensland Research Centre.
- Assist with transfer, storage, and lending activities including repackaging, basic preservation and physically relocating, retrieving and returning of records to the repository.
- Perform duties associated with providing access to the collection through digitisation services and descriptive projects.
- Represent National Archives and liaise with internal and external stakeholders. Assist in the delivery of public engagement activities to promote an understanding of National Archives and the collection.
- Work collaboratively to consult and share information with colleagues, provide advice, actively engage in problem solving and knowledge transfer and seek input from others to achieve business outcomes.
- Assist in the delivery of office support services, including recordkeeping, information technology coordination, and business continuity.

- Apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.
- Implement, promote and apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2030](#) and [Our Values](#).

Relevant tertiary qualifications (or significant progress towards completion) and/or experience working with an archival or cultural heritage collection is desirable.

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 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 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

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 Level 1 clearance level.

You must be willing and able to meet the inherent physical requirements of this role, including repetitive, sedentary, screen-based work and/or the ability to 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](#).

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

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](#)

