



NATIONAL ARCHIVES OF AUSTRALIA

Position Description

Position numbers	496888
APS Level	APS Level 4
Branch & Section	Various
Position title	Digital Archiving Cadet
Location	Canberra, ACT. Other National Archives offices in Canberra (Mitchell and Parkes), Sydney (Chester Hill), Brisbane (Cannon Hill), Melbourne (North Melbourne and East Burwood), Adelaide (CBD) will be considered on a case-by-case basis.
Status	Part time (3 days/Week) 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 **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.

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. 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

Preference will be given to applicants who are able to work in Canberra, but requests to be based in Adelaide, Brisbane, Melbourne or Sydney will be considered. 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 to help achieve the National Archives' strategic objectives. Our Health and Wellbeing program encourages and supports a healthy workplace and healthy lifestyle for employees.

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 must meet the requirements (either an undergraduate university degree, or 5 years minimum 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 \(csu.edu.au\)](#).

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](#)



- 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 5 years minimum equivalent professional experience in a related field
- 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 take into account 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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