



POSITION DESCRIPTION – TEAM MEMBER

Position Title	Assistant Collection Officer	Department	National Heritage
Location	Villiers Street	Direct/Indirect Reports	nil
Reports to	Archivist	Date Revised	31/08/2017

Red Cross is committed to building long-term and respectful partnerships by working with Aboriginal and Torres Strait Islander people, communities and organisations to determine and lead their own solutions. To support this commitment, Red Cross is determined to build our capacities through meaningful and rewarding employment and Volunteering opportunities for Aboriginal and Torres Strait Islander people.

■ Position Summary

The primary focus of this role is to assist in activities related to the administration, liaison and collection management of Red Cross heritage items, in particular archive material and memorabilia. Undertake activities that assist the Archivist in the management of access to Red Cross records and items and support the activities of the heritage team.

■ Position Responsibilities

Key Responsibilities

- Assist the Archivist in the management activities of Australian Red Cross heritage items, in particular archive material and memorabilia.
- Maintain a properly controlled and accessible Heritage Collection (archives) and ensure use of database to manage all items.
- Organise suitable storage and conservation measures where appropriate, including maintenance of the storage areas and maintaining storage space as appropriate.
- Maintain the confidentiality and confidence of all enquiries or archived information related to Australian Red Cross Heritage.

Reference Enquiries and Access

- Maintain records of the receipt, acknowledgement and answering of research queries.
- Arrange loans of heritage materials as required.

Heritage Team

- Provide assistance and guidance to heritage team members as required.

Administration

- Administration and customer service activities relating to the heritage areas as required.

■ Position Selection Criteria

Technical Competencies

- Proven highly developed organisational and time management skills
- Excellent records management and attention to detail
- Basic proficiency in MS Office or similar software and experience using databases

Qualifications/Licenses

- Previous experience and/or Tertiary qualifications in either an archives or museum environment essential

Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Personal effectiveness | Solving problems** | Demonstrated ability to identify situations or issues, consider options and develop solutions. Ability to communicate any problems, implement solutions and monitor appropriate actions.
- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Managing performance** | Demonstrated capability to take ownership of work and use initiative to deliver results. Accountable for own performance and ability to set clearly defined objectives for achievement.
- **Team effectiveness | Managing change** | Demonstrated capability to adapt to, support and manage change in a positive way. Ability to work to overcome challenges arising from change and raise concerns constructively.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.

General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Code of Conduct and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter. Police check renewals may be required earlier than 3 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters