

POSITION DESCRIPTION

Academic Services
University Services

Digital Archivist

POSITION NUMBER	044925
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PSC 6 - \$79,910 - \$86,499 per annum
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	<p>Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.</p> <p>Indigenous applicants are encouraged to apply.</p>
CONTACT FOR ENQUIRIES ONLY	<p>Suzanne Fairbanks Tel +61 3 9035 4282 Email suzannef@unimelb.edu.au <i>Please do not send your application to this contact</i></p>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

ACADEMIC SERVICES

Academic Services brings together student, academic and library services in an integrated network to support the University's core business of learning and teaching, research and engagement.

UNIVERSITY OF MELBOURNE ARCHIVES

The University of Melbourne Archives is within the Scholarly Services Division of Academic Services and holds both the official records of the University and one of the largest collections of private business, labour and community records in Australia. The University preserves and provides access to an archival research collection of outstanding national significance and aims to be recognised as one of the world's finest university archives. Key to achieving this vision is making the transition from a traditional, primarily paper archive to a digital archive.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous strive to service for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

The Digital Archivist is a new position responsible as part of a small team for developing and implementing a new digital archive service and associated standards and procedures for the University of Melbourne Archives. The University preserves and provides access to an archival research collection of outstanding national significance and aims to be recognised as one of the world's finest university archives. Key to achieving this vision is making the transition from a traditional, primarily paper archive to a digital archive and the incumbent will play a key role in facilitating this transition.

The Digital Archivist will be responsible for developing a service for the management of and access to preservation ready born-digital and digitised historical records for the University of Melbourne Archives. Under the broad direction of the University Archivist, the incumbent will work collaboratively with

colleagues within the Archives and broader University digital preservation environment to develop the digital archive capacity of the University of Melbourne.

The position requires the incumbent to possess sound technical knowledge and skills in computing languages, approaches to and tools and systems for information management relevant to digital archiving. The incumbent will also display an ability to understand complex management, preservation and access requirements of archival collections and will be able to provide training and develop the digital skills of colleagues, and contribute to strategic, planning and business documents.

Reporting line: University Archivist*

No. of direct reports: 1

No. of indirect reports: 1 to 5

Direct budget accountability: 0

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: The Digital Archivist will work within the team at the Brunswick Repository of the Archives. The incumbent will work with Digital Preservation specialists within Scholarly Services, Records Services, Infrastructure Services and Research Platforms to further the digital preservation aims of the Archives and the University. *

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- ▶ Develop and implement processes and workflows for the acquisition and preservation of, and access to born-digital archival records
- ▶ Research, recommend and implement technological solutions to enable the preservation of born-digital archival records
- ▶ Carry out a range of tasks associated with the appraisal, ingest, description and preservation of born-digital archival records, using appropriate digital preservation tools, workflows and standards
- ▶ Contribute digital archiving expertise to the University of Melbourne Archives' collection development, collection management and discovery/access strategies and activities
- ▶ Develop the digital archiving capacity of other University of Melbourne Archives staff by providing training, tools and documented procedures

- ▶ Contribute to wider University digital preservation initiatives and collaborate with colleagues within and beyond the University on established and emerging digital archiving practices
- ▶ Liaise with University digital preservation experts, systems developers and service providers to communicate University of Melbourne Archives requirements for the maintenance and enhancement of digital archiving infrastructure and systems

Selection Criteria:

Education/Qualifications

1. The appointee will have: A qualification in information management or a related discipline with subsequent relevant experience and or an equivalent combination of relevant experience and/or education/training per the current Enterprise Agreement classifications.

Knowledge and skills:

2. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.
3. Knowledge of archival theory and practice and experience in applying these to the management of both 'traditional media' and born-digital records
4. Knowledge of and experience using tools and techniques associated with digital forensics and digital archiving/preservation (especially tools and techniques which support a migration-based preservation strategy)
5. Understanding of and experience using metadata content, structure and packaging standards relevant to the description and preservation of born-digital records
6. Ability to research and apply solutions to problems, particularly in a complex technical environment
7. Excellent communication skills and a commitment to working effectively within a team of people with a diverse range of skills and responsibilities
8. A service ethic and a capacity to adapt and apply technical expertise to a university archives, library and academic environment

Other job related information:

DESIRABLE EXPERIENCE

- ▶ Engagement with emerging techniques and directions in the fields of digital scholarship/digital humanities
- ▶ Experience using archival collection management databases
- ▶ Experience using and administering Archivematica preservation software and storage service
- ▶ Experience using a Forensic Recovery of Evidence Device (FRED), Kryoflux and related hardware interfaces, and working with obsolete formats and file systems