

Position Description

Archivist

Position Number: TBC
Position Title: Special Collections Archivist Date
Written: November 2019

Faculty / Division: UNSW Canberra
School / Unit: Special Collections
Position Level: Level 6/7

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.



Delivers high performance and demonstrates service excellence.



Thinks creatively and develops new ways of working. Initiates and embraces change.



Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.



Values individual differences and contributions of all people and promotes inclusion.



Treats others with dignity and empathy. Communicates with integrity and openness.

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

This part-time contractual role as a Special Collections Archivist (Archivist) is a high level supporting position within the Special Collections team and reports to the Special Collections Assistant Curator. With a second part-time Archivist role, this position has a key role in responding to client inquiries and providing reference services, and contributes to the management of manuscript collections and assists with promotional programs and events.

The position supports the Curator and Assistant Curator by contributing to team initiatives and strategic and operational projects. In addition, the position contributes to the implementation, management and maintenance of systems, procedures and processes used by the Special Collections team to ensure the efficient and effective operation of the Special Collections at UNSW Canberra.

RESPONSIBILITIES

Specific responsibilities for this role include:

At level 6

1. Undertake archival collection management activities for manuscript collections including appraisal, acquisitions, control, description, processing, digitisation and access work.
2. Contribute to the development, implementation, management and maintenance of systems, processes, procedures and quality assurance within Special Collections.
3. Develop and update project documentation, procedural and workflow documentation, instruction manuals, checklists and templates for collection management activities.
4. Undertake promotional and outreach activities, including the integration of collection material into the teaching, learning and research of UNSW, through exhibitions, events, social media, presentations, learning platforms and classroom activities.
5. In consultation with the Assistant Curator, co-ordinate and monitor work flow for Special collections projects and tasks.
6. Prepare correspondence, complete status reports, project meeting minutes and presentations against section plans and project plans.
7. Develop and maintain strong and collaborative relationships with professional colleagues, academic staff, clients, donors, and suppliers.
8. Cooperate with all health and safety policies and procedures and ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

At level 7 (In addition to level 6 duties)

1. Provide guidance, mentoring support, and as directed supervision and training to volunteers and project staff working on manuscripts projects and tasks.
2. Assist management in driving and implementing team initiatives and contribute to the planning and execution of tasks for strategic and operational projects.
3. Provide high quality reference services and answer complex manuscript enquiries whilst applying Special Collections policy and procedure.

SELECTION CRITERIA

At level 6

1. A degree in archival practice or other relevant discipline (cultural heritage; librarianship; museology; records management; arts or humanities eg. Australian literature, film or theatre, military history, defence studies, Australian political history) with relevant experience.
2. Experience working with archival manuscript collections and systems, and an understanding of functions associated with acquisition, care and archival control of special collection materials in a range of formats.
3. Ability to participate in process improvement for access to collections, and the provision and promotion of effective, responsive reference services, both on-line and in person.
4. Knowledge and understanding of archival collection management systems and specialist software tools, such as AtoM, ArchivesSpace, TRIM, LibAnswers, or other comparable or complementary systems, and an ability to learn and implement new systems.
5. An understanding of the issues associated with the integration and exchange of information in specialist software tools and demonstrated proficiency in use of Microsoft Excel spreadsheets and Access Databases.
6. A demonstrated ability to build positive working relationships and a proven capacity to communicate and negotiate with stakeholders to achieve successful outcomes.
7. Ability and capacity to implement required UNSW health and safety policies and procedures.

Level 7 (in addition to level 6 criteria)

1. A demonstrated ability to identify, analyse and resolve complex and sensitive issues efficiently and effectively to ensure informed decisions can be made and deadlines are met.
2. Experience in interpreting and applying policy and procedural documentation, and the ability to contribute in developing new procedures

Additional Job Requirements:

The Position may be required to work flexible hours including rostered shifts on day time, evenings and weekends in accordance with University policy.

The position also requires the ability to lift and carry objects (1-10 kg) in accordance with established WHS manual handling practices.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.