

Archivist

STATEMENT OF DUTIES

JULY 2024

Number	Generic
Portfolio	Continuous Improvement and Evaluation
Branch	Libraries Tasmania
Section/Unit/School	N/A
Supervisor	As specified
Award/Agreement	Tasmanian State Service Award
Classification	Professional Stream Band 1
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave. Some Intrastate travel may be required.
Location	South

Primary Purpose

Provide professional archival services to meet the functional requirements of the Archives Act and participate in the development and implementation of associated policies and programs.

Level of Responsibility/Direction and Supervision

Performs archival work under general guidance and with development perform more complex and critical archival work. Generally responsible for accurate research and the provision of information as well as the arrangement and description of records, retrievals and policy reviews. As experience develops the employee will gain responsibility for more complex archival tasks.

These tasks include records disposal, appraisal recommendations, unique approaches to managing a range of record formats (physical and digital) and the development of guides or finding aids.

Generally responsible for the supervision and guidance of less experienced staff and volunteers as well as the safety and security public access areas and the implementation of access policies.

Initially the work of an Archivist is subject to professional supervision, as experience is gained professional supervision decreases and it is expected that independent professional judgement will be exercised, particularly in recognising and solving problems where principles, procedures, techniques and methods require expansion, adaptation or modification. The nominated supervisor will provide information on task priorities.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Provide and supervise access, in person and online, to archives and public reference resources as required and undertake research projects and the preparation of replies in response to information requests.
2. Undertake appraisal of State and/or non-government (community) records to determine those records which will form part of the permanent State Archive. This may involve the development of Disposal Authorisations, acquisition proposals, or significance assessments which may include the retention and destruction of State records.
3. Create, update and maintain record entries in the archives management systems together with drafting guides and procedures to holdings and services.
4. Provide advice, assistance and training to government and public clients, new staff and volunteers, as well as participate in the development and implementation of Public Programs.
5. Liaise with State and Local Government and private depositors on record related issues.

6. Assist with the development of policy standards and guidelines for the management of the State records and archives.
7. Assess preservation requirements of collection material and undertake minor conservation tasks of materials.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
9. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. A sound knowledge of the theory and practice of Australian archiving standards, including the Australian Series System and the role and functions of records within government administrative process and non-government organisations/groups and individuals.
2. High-level of interpersonal skills, demonstrating the ability to communicate effectively both orally and in writing with internal and external stakeholders such as other Libraries Tasmania staff, the public, government agencies and private donors.
3. A demonstrated ability to undertake independent research and to work collaboratively as a member of a team, to achieve shared outcomes and initiatives to improve access and preservation.
4. Ability to develop, implement and monitor service delivery procedures including handling of fragile collection materials and undertake minor preservation tasks.
5. Proven capacity to utilise initiative, judgement, planning, organisation, and analysis skills.
6. Proven information and communications technology skills and knowledge of archival management systems.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence.

This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Degree from a recognised university or college of advanced education, preferably in record management, history or other relevant study area.

Desirable

- Degree from a recognised university or college of advanced education, preferably in record management, history or other relevant study area.
- Current Driver's Licence

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 103974 – Deputy Secretary Corporate Services/ 960249 –
Director Human Resource Management – April 2009
Request:

Date Duties and Selection Criteria Last Reviewed: 05/13 VRH
