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| Position Title | Archives Officer | Position No. | P119008 |
| Team | Technology | Classification | Admin/Professional |
| Department | Content Management | ScheduleRoster Cycle | A, 2 weeks |
| Location | ABC Collinswood | Band / Level | 3 |
| Reports to  | Acting Coordinator, Archives and Libraries SA | HR Endorsement |  |
| Purpose |

Catalogue content, maintain metadata into Content Services’ and digital production systems in accordance with ABC and Content Services policies and standards including:

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| Key Accountabilities |

* Obtain information from production units as well as internal and external sources to complete cataloguing records regarding information on source, copyright and restrictions.
* Promote and support client self-service for desktop systems, assist training and guidance for clients on self-service
* Research, locate and retrieve content for ABC News programmes and other clients as required.
* Assist with the selection of News content for retention and maintain accordance with ABC and Content Services policies and guidelines.
* Assist with implementation of projects as required.
* Work collaboratively within a team environment and contribute to the overall development of the team; assist in the training of staff.
* Work rostered weekday shifts
* Actively promote the ABC values and apply all relevant workplace policies and guidelines.
* Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

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| Key Capabilities/Qualifications/Experience |

1. Relevant tertiary studies or equivalent experience in information management.
2. Ability to understand cataloguing principles and apply standards to digital news content, with accuracy and attention to detail.
3. Ability to manage digital content, under direction.
4. Ability to undertake a range of collection maintenance activities in a special library environment.
5. Communication, organisational and time management skills in a high-pressure environment.
6. Ability to respond positively to changing work priorities and being comfortable with new and emerging digital technologies i.e. to be adaptable and digitally confident.
7. Ability to understand and respond to client information needs; ability to use research skills to locate relevant content for clients i.e. to be focussed on client service.
8. Good general knowledge and interest in news and current affairs.
9. An understanding of and commitment to the ABC's aims, values and workplace policies.
10. ABC Principles: Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
11. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
12. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.