



ROLE DESCRIPTION

SCHOOL ARCHIVIST

1. ROLE PURPOSE

Inspired by the highest ideals of collaboration, cooperation, integrity and teamwork, the School Archivist is an integral member of the Knox Grammar School Support Team.

The Schools Archivist organises, controls and coordinates the strategic and operational management of the Schools Archives and Record Management.

The School Archivist reports directly to the Director of Staff Services, with an indirect reporting line to the Chief Financial Officer. As with all school employees, the staff member is ultimately responsible to the Headmaster.

2. ROLE ACCOUNTABILITY

The Archivist will maintain and implement archive policies and procedures according to ASA standards, ethics and procedures. The Archivist will work collaboratively with the incumbent Knox Archivist and Records Management Officer. The Archivist will work with all departments and faculties of the School and actively build relationships with members of the wider School community. Duties may also include strategic planning, budgeting and purchasing.

The Archivist will make decisions regarding the creation, capture and retention or destruction of records in consultation with other staff and in accordance with the Records Retention Schedule for Non-Government Schools or a schedule devised by the Archivist and approved by School Council.

The Archivist is responsible for accessioning, arranging and describing all material accepted into the School Archive in keeping with professional archival standards.

3. ROLE RESPONSIBILITY

- The Archivist will maintain a safe and secure repository with appropriate storage and environmental conditions.
 - The Archivist will provide basic training for all staff in records creation and transfer methods.
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- The Archivist will be provided with support for continued professional development through courses and conferences. The Archivist will network and liaise with professional bodies and the archival community to ensure awareness of developments in the industry.
 - The Archivist will encourage and support the social, cultural and historic value of archives within the School.
 - The Archivist will provide research services to all members of the School or the extended community who have a genuine research enquiry about any aspect of the School's history.
 - The Archivist will design and participate in regular activities to promote the heritage of the School and the existence of the Archives. Such activities may include articles for the weekly newsletter, quarterly communication magazine, and annual School magazine. Other outreach activities may include oral history, student liaison and volunteer programs and displays at various School events or displays in a more permanent form where facilities are available.
 - The Archivist will train and supervise any staff or volunteers who may assist the Archivist from time to time.
 - The Archivist should have a degree of knowledge about museum and heritage items. This will extend to assets around the School grounds which may not be in official archives custody, such as artwork, furniture, and buildings.

4. ESSENTIAL CRITERIA

- Qualifications or willingness to obtain qualifications from a tertiary institution in archives management
 - Eligibility or willingness to become eligible to be a member of the Australian Society of Archivists
 - Thorough understanding of best practice in archive procedures and records management
 - Experience in appraisal, arrangement, description and sentencing of active and inactive records
 - Knowledge of preservation and conservation principles
 - High level of integrity and discretion (adherence to the Archivist Code of Ethics)
 - Experience in a similar role
 - Demonstrated time management and project management skills
 - High level of computer literacy
 - Ability to operate both autonomously, with initiative and flexibility, and in a team environment
 - High degree of attention to detail and accuracy
 - Sound verbal and communication skills
 - Attendance at relevant workshops, courses and conferences
 - Excellent interpersonal skills
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5. WORK HEALTH & SAFETY

The School Archivist will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the school

6. LENGTH OF TENURE

The School Archivist is appointed on an ongoing basis and will be expected to undergo processes of Performance Appraisal at regular intervals. Reviews will focus on agreed key performance indicators and will be conducted by the Director of Staff Services or an appraisal panel selected by the Headmaster.

7. REMUNERATION

This is a permanent term time only position. Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017*. Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation