



NATIONAL ARCHIVES OF AUSTRALIA

Position Description

Position number	32878
APS Level	EL1
Branch & Section	Collection Management branch, Preservation section
Position title	Assistant Director, Preservation and Photographic Digitisation Canberra
Job Role	Conservator
Location	Mitchell, ACT
Status	Ongoing
Security designation	NV1
Salary range	\$101,009 - \$108,713 pa
Contact Officer	Belinda Hennessey, belinda.hennessey@naa.gov.au , (02) 9782 5340

About the role

The Collection Management Branch is responsible for setting information management requirements for Australian Government agencies, and selecting, managing and preserving the National Archives' collection so it remains accessible for future generations. The Branch develops policies and systems as well as provides services, undertakes research, and plans and implements projects relating to the care, management and accessibility of archival records.

The Preservation section is responsible for the preservation and long term accessibility of the most significant records of the Commonwealth in both physical and digital form. This position supports daily operations for the preservation of archival records in all formats and contributes to long term decisions to ensure that the collection will be available years from now regardless of technology.

Under broad direction the main duties of the role are to:

- Provide expert advice and recommend strategic directions to the Director in relation to the creation, transfer, preservation and management of physical and digital records to meet long term preservation objectives, with particular emphasis on paper and photographic formats.
- Provide leadership and professional expertise across the agency to plan, coordinate and manage the physical and digital collection to secure and advance the preservation of, and access to, Commonwealth archives within appropriate delegations, policies and guidelines.
- Build capability in a team environment through coaching others, providing performance feedback, conflict resolution and encouraging career development.
- Build and maintain effective, professional relationships with both national and international, cultural institutions and government agencies to promote the National Archives as an exemplar agency for preservation and digital archiving.
- Engaging with various business areas and teams and build working relationships to manage technical aspects of Digital Preservation as well as the functions of OAIS.
- Manage interdependencies and coordination across multidisciplinary teams to ensure that the team's projects, deliverables and other tasks are completed to agreed standards and timeframes.

- Keep informed of technological trends and developments so that Preservation Policies and Strategies remain current with best practice and aligned with whole of government ICT initiatives and the Archives' Corporate Plan.
- Promote and apply the APS and National Archives values and contemporary people management principles and practices in diversity, workplace health and safety and participative management.
- Implement, promote and apply the National Archives' Vision, Mission and Commitments as expressed in The Archives Way.

Appropriate qualifications in the relevant fields of conservation, preservation or archival management are desirable.

Who we are

The National Archives of Australia (the National Archives) can best be described as the memory of our nation, collecting, preserving and providing access to Australian Government records that reflect our history and identity.

Our mission: To connect Australians with their identity and history through our stewardship of Australian Government records

Our vision: To be a world leading archive in this digital age

We operate in a complex, challenging and changing environment requiring professional and robust risk management. We support a positive risk culture where risks are discussed regularly and either accepted or actively managed to prevent or reduce their impact. The National Archives recognises that the factors that generate risks can also create opportunities, particularly in our rapidly changing digital environment.

The National Archives is committed to:

- service excellence
- leadership
- innovation
- responsibility
- collaboration

The National Archives is also committed to developing the capability and expertise of our staff, we offer a Studies Assistance Program that supports staff to achieve individual goals as well as increasing their capacity to help achieve the National Archives' strategic objectives. Our Health and Wellbeing program encourages and supports a healthier workplace and healthy lifestyle changes for employees.

Are you eligible?

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Negative Vetting 1 clearance level.

How to apply

You need to apply through our [e-recruitment system](#).

Your application will need to include:

- the names and contact details of at least two referees, one of whom should be a current supervisor.
- your current resume.
- statement (1000 words maximum), describing how your skills, knowledge, and experience/qualifications would enable you to perform the duties of the role taking into account the "[Performance Expectations](#)" at the relevant classification and the National Archives' Vision, Mission and Commitments as expressed in the "[Archives Way](#)".

The National Archives has a skilled and diverse workforce. We value our people, performance, integrity and service, and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background.