



NATIONAL ARCHIVES OF AUSTRALIA

## Position Description

<b>Position number</b>	32694
<b>APS Level</b>	APS 3
<b>Branch &amp; Section</b>	Collection Management Branch, Preservation Section
<b>Position title</b>	Preservation Officer
<b>Job Role</b>	Conservator (300102)
<b>Location</b>	Sydney, NSW
<b>Status</b>	Ongoing, fulltime
<b>Security designation</b>	Negative vetting 1
<b>Salary range</b>	\$60,102 to \$65,124
<b>Contact Officer</b>	Kirsty Johnson, <a href="mailto:Kirsty.johnson@naa.gov.au">Kirsty.johnson@naa.gov.au</a> , 02 9782 5352

### 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. We carry out daily activities and make long term decisions to ensure that the collection will be available years from now regardless of technology.

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

- As part of a team, carry out duties associated with the preservation of archival paper and photographic materials held in the Sydney Office including routine preservation treatments and the application of preventive conservation practices under general direction of the Manager, Preservation and Photographic Digitisation Sydney.
- Provide preservation services to internal clients.
- Develop and maintain knowledge of the principles and practices of archival preservation as they apply to preservation treatments and digitisation.
- Develop knowledge of internal electronic information systems through on-the-job training and carry out updates relating to the preservation of archival records, including data entry and quality checking of archival records.
- Collect information from paper-based item lists, as well as from physical items and undertake repackaging, barcoding and labelling of containers holding archival records.
- Perform basic administrative tasks, participate in section meetings and contribute to the development of procedures and guidelines.
- Assist with the preparation of statistics and project reports on a monthly and quarterly basis.
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.

- 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 and preserving 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 Archives 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.**