Role Description
Archivist

Cluster	Department of Creative Industries, Tourism, Hospitality and Sport
Agency	Museums of History NSW
Division/Branch/Unit	Collections Division / Collection Services Team
Location	Sydney
Classification/Grade/Band	Archivist Grade 1
Role Number	Various
ANZSCO Code	224211
PCAT Code	1119192
Date of Approval	21 March 2018
Agency Website	www.mhnsw.au

Agency overview

Museums of History NSW brings together a portfolio of iconic museums, rich collections and heritage sites, the nation's oldest archive collection, vital recordkeeping services and expert staff.

We bring history to life by sharing the stories of our places and collections. Through the State Archives Collection, we manage NSW's official documentary heritage, supporting government transparency and the public's right to access information.

These two roles do not just sit side by side – they inform and enrich each other. By preserving and making accessible our places, collections and archives, we create opportunities for people to explore the past and better understand their own place in the world. By supporting lifelong learning and inviting people to come together, we promote civic literacy, empathy, wellbeing and belonging.

We believe that history belongs to everyone. This is the promise and the purpose of MHNSW.

Museums of History NSW is a state cultural institution, established under the Museums of History NSW Act 2022. It is an agency of the NSW Department of Creative Industries, Tourism, Hospitality and Sport (DCITHS).

Primary purpose of the role

Undertake a wide variety of operational archival, clerical and administrative tasks and projects in relation to the Museums of History NSW Collection and its associated access, promotion, systems, programs, exhibitions, publications and public queries across a multi-disciplinary team.

Key accountabilities

- Perform a range of tasks in accordance with service level agreements, including researching and resolving enquiries/transactions from the public, government agencies and internal clients through a range of channels, including face-to-face (e.g. in the Reading Room), over the telephone and in writing; ensure that public spaces are visitor-ready; produce high-quality Collection and non-Collection related research outcomes , including the identification of appropriate sources for a range of purposes (such as exhibitions, court proceedings, Royal Commissions); writing articles/guides for publication/engagement purposes; indexing, transcribing and preparing documents for public access and Collection management purposes (e.g. arrangement, description, registration and documentation to meet project outcomes, maintain accuracy and quality and ensure Collection control); receiving/responding to subpoenas and legal deposits; and other specialised research tasks.
- Provide customers and clients with advice, direction and access to the State Archives in accordance with Part 6 of the Act.
- Maintain Collection and library resources; order/purchase/accession material; and assess proposed donations from members of the public and individuals/groups who are not defined as Public Offices.
- Work with the Assistant Officer, Volunteer Program and Volunteers on the selection, assessment, preparation of procedures and supervision of the Volunteer work packages.
- Undertake customer relations duties related to the remote copying service and fulfil on-the-spot copying service requests in the Western Sydney Reading Room and other associated Reading Room duties, including retrieval of original records when required.
- Contribute to content development and management for Website, media placement, newsletters, promotions, programming activities and other publications/activities.
- Prepare, present and/or participate in public engagement activities on-site and off-site, including representing NSW State Archives at special functions, training seminars, tours, talks conferences, training, presentations, publications, media and webinars.
- Support and assist in the planning, development, implementation, management and reporting of a range of Museums of History NSW projects and contribute to the preservation of the MHNSW Collection through identifying material requiring conservation and undertaking passive or basic conservation.

Key challenges

- Identifying issues that may hinder completion of tasks and finding appropriate solutions and ways to improve systems or processes.
- Undertaking complex research and projects while managing tight timeframes and ensuring high quality outcomes.
- Determining provenance; identifying record series and access directions and determining agency boundaries, sometimes with limited information.

Key relationships

Who	Why
Internal	
Senior Collection Logistics and Valuation	• Receive direction and guidance on projects/priorities and consult/liaise on emerging issues, provide informed advice

Who	Why
Work Team	• Participate in meetings to share information and provide input • Work collaboratively; exchange information and expertise
Clients	• Communicate, maintain relationships, provide quality services
External	
Customers/Stakeholders	• Communicate, maintain relationships, provide quality services
Professional colleagues in other institutions	• Liaise to exchange information and expertise

Role dimensions

Decision making

This role:

- Has autonomy and makes decisions under their direct control and refers decisions that require significant change to outcomes or timeframes; are likely to escalate or require submission to a higher level of management. This role is accountable for the delivery of work assignments on time and to expectations in terms of quality and outcomes.
- Exercises judgment in dealing with a range of operational and/or conceptual tasks and problems with reference to established standards, practices and procedures. When directed, is able to adapt systems, standards and priorities and deviate to a limited extent from precedent. With experience, may solve non-routine problems by applying principle and theory with reference to precedent.
- May be asked to achieve work outcomes that are direct, short-term, intermediate or long-term and that may affect clients, collections, co-workers or other agencies.
- Work may assist in the formulation of procedures or policies and contribute to the body of professional knowledge.

Reporting line

This role reports to the Senior Consulting Archivist together with Supervisor.

Direct reports

Nil

Budget/Expenditure

As per MHNSW Financial Delegations

Essential requirements

- Possession of qualifications acceptable for professional membership of the Australian Society of Archivists (ASA) or other combination of qualifications and experience deemed by the agency head or Public Service Commission to be equivalent, that meet the minimum standards inherent in the ASA standard.
- Ability to participate in a rostered working arrangement in accordance with the provisions of the Flexible Working Agreement, which may include after hours or weekend work.

Capabilities for the role

The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and

business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	**Intermediate**
	Value Diversity	Foundational
	**Communicate Effectively**	**Intermediate**
	Commit to Customer Service	**Intermediate**
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
	**Deliver Results**	**Intermediate**
	Plan and Prioritise	**Foundational**
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
	Finance	Foundational
	Technology	**Intermediate**
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Intermediate	• Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth and develop and apply new skills • Seek feedback from colleagues and stakeholders • Maintain own motivation when tasks become difficult
Relationships	Intermediate	• Focus on key points and speak in 'Plain English'

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Communicate Effectively		• Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Commit to Customer Service	Intermediate	• Support a culture of quality customer service in the organisation • Demonstrate a thorough knowledge of the services provided and relay to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Co-operate across work areas to improve outcomes for customers
Results Deliver Results	Intermediate	• Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Results Plan and Prioritise	Foundational	• Plan and coordinate allocated activities • Re-prioritise own work activities on a regular basis to achieve set goals • Contribute to the development of team work plans and goal setting • Understand team objectives and how own work relates to achieving these
Business Enablers Technology	Intermediate	• Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies