

Archivist

- Part Time opportunity (2 days per week)
- 3 year Fixed Term Contract
- Supportive culture

The Organisation

The Institute of the Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG) is a Religious Institute of Catholic women who advance the reign of God by engaging in the spiritual and corporal works of mercy. As women of mercy inspired by the gospel and their foundress, Catherine McAuley, their mission is to live hospitality, compassion and justice. Their ministries include health, aged care, education, social welfare, advocacy and environmental sustainability.

There is an expectation that all those who engage in ministry will embrace mercy values and ethos in their respective roles.

The Role

Much of the administration of ISMAPNG depends on a dedicated team of women and men who work closely with Leadership (Institute Leadership Team, Institute Executive Team and Community Leaders) in supporting the mission by providing relevant advice, efficient services and practical solutions.

Reporting to the Archives & Heritage Manager, the Archivist will document, manage and develop the ISMAPNG cultural collections and assist with research enquiries. This role also carries out project-based tasks and involves some travel to local archives and heritage collections throughout ISMAPNG as required.

The Requirements

To be considered for this position, you must be able to demonstrate:

- A commitment to uphold and support gospel values and mercy ethos
- Relevant professional qualifications and/or experience in archives management, records management or museum studies
- An understanding of the theoretical and practical aspects of archives management and/or museum collections management
- High level written and verbal communication skills
- An understanding of the principles of privacy and confidentiality in relation to archives and records

- Knowledge of general preservation principles
- The ability to work independently and with initiative and flexibility

The Process

To obtain further information, please contact Human Resources on 02 4964 6400 or humanresources@ismapng.org.au

To apply, please send a cover letter and resume to humanresources@ismapng.org.au

Applications close 18 May 2018.

A police check will be conducted prior to an offer of employment.



POSITION DESCRIPTION

Position Title:	<i>ARCHIVIST</i>
Reports To:	<i>Group Manager Archives & Heritage</i>
Location:	<i>Institute Centre, Stanmore NSW</i>
Parameters:	<i>Fixed Term (3 years) Part Time (2 day week)</i>
Date Prepared:	<i>15 August 2017</i>
Approved By:	<i>Human Resources Manager</i>

Context

The Institute of the Sisters of Mercy of Australia and Papua New Guinea (“ISMAPNG”) is a Religious Institute of Catholic women who advance the reign of God by engaging in the spiritual and corporal works of mercy. As women of mercy inspired by the gospel and their foundress, Catherine McAuley, their mission is to live hospitality, compassion and justice. Their ministries include health, aged care, education, social welfare, advocacy and environmental sustainability.

There is an expectation that all those who engage with us in ministry will embrace our values and ethos in their respective roles.

Much of the administration of ISMAPNG depends on a dedicated team of women and men who work closely with Leadership (Institute Leadership Team, Institute Executive Team and Community Leaders) in supporting the mission by providing relevant advice, efficient services and practical solutions.

A broad range of administrative and support services is delivered through a number of functional teams led by two Executive Leaders who jointly take responsibility for the integration and delivery of services. Team members work from a number of locations across Australia and Papua New Guinea.

The workplace values listed below help define the behaviours that characterise an ISMAPNG workplace.

- Hospitality
- Integrity
- Respect
- Unity
- Excellence



POSITION DESCRIPTION

Primary Purpose of the Position

To document, manage and develop the ISMAPNG cultural collections and assist the Manager Archives and Heritage with research enquiries. This role also carries out project-based tasks and involves some travel to local archives and heritage collections throughout ISMAPNG as required.

Reporting Relationships

<u>Direct Report</u>	<u>Indirect Reports</u>
<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Nil

Key Relationships

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none"> • Manager Archives and Heritage • ISMAPNG Archivists and Curators • Institute Leadership Team and Community Leaders • ISMAPNG sisters and staff 	<ul style="list-style-type: none"> • Professional bodies

Key Decision Making

<u>Decisions Expected</u> <ul style="list-style-type: none"> • Archives appraisal and documentation • Documentation of heritage items • Storage and conservation
<u>Recommendations Expected</u> <ul style="list-style-type: none"> • Digitisation of key archives and heritage collection items • Content for public profile and programs • Preservation

Key Accountabilities and Responsibilities

Collection Management

- Appraise and acquire archival records and other material in accordance with relevant policies
- Accession, arrange and describe all material coming into the Archives and create and maintain database records
- Document the heritage collection to professional museum collection standards by cataloguing, photographing and labelling objects and creating and maintaining database records



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- Ensure the safety and security of all material within the collections by monitoring storage and environmental conditions, by using appropriate housings, by storing appropriately and by identifying priorities for conservation treatment
- Manage volunteers involved in projects through training or supervision as required

Research Service

- Assist the Manager Archives and Heritage with research enquiries in accordance with the ISMAPNG Archives Access Policy and Procedures

Outreach

- Participate in activities to promote the collections, including developing online content for the website, preparing material for publication, and giving presentations when required

Communication

- Work as part of a team which is located in different geographic locations
- Liaise with sisters, staff and external researchers

Workplace Health and Safety

- All WHS accountabilities and responsibilities relevant to the position as defined in WHS/P – 004 Structure and Responsibilities in the WHS Management System

Key Challenges in Achieving Goals

- Establishing relationships with team members and staff
- Managing the workflow with the Cultural Collections Curator

Qualifications, Experience & Competencies

- A commitment to the Mercy Ethos and an understanding of the history of the Sisters of Mercy and how ISMAPNG relates to the broader Catholic community
- Relevant professional qualifications and /or experience in archives management, records management or museum studies
- An understanding of the theoretical and practical aspects of archives management and/or museum collections management
- An understanding of the principles of privacy and confidentiality in relation to archives and records
- Knowledge of general preservation principles
- Ability to work collaboratively under the direction of the Manager, Archives and Heritage
- Ability to work independently and with initiative and flexibility
- Effective skills in communication
- A commitment to ongoing professional development and participation in appropriate professional activities
- A commitment to uphold and support gospel values and mercy ethos .



POSITION DESCRIPTION

Other Matters

- All employees and contractors are required to comply with the policies and procedures adopted by ISMAPNG
- This Position Description is subject to the Standard Terms and Conditions of this contract and any Letter of Offer relating to the position.