



POSITION DESCRIPTION

Position Title:	<i>ARCHIVIST</i>
Reports To:	<i>Manager, Archives and Heritage</i>
Location:	<i>ISMAPNG Archives Centre, Leichhardt 34 Walter Street Leichhardt NSW 2040</i>
Parameters:	<i>Salary: Part Time 2 Year Maximum Term Contract 3 days per week (7.5 hour shifts) (45 hours per fortnight)</i>
Date Prepared:	<i>15 February 2023</i>
Approved By:	<i>Manager, Archives and Heritage / Human Resources Manager</i>

Organisational Context

The Institute of Sisters of Mercy of Australia and Papua New Guinea (“Institute”) is a religious congregation of Catholic women who endeavour to engage with the call of God’s Mercy by responding to the cry of the earth and of those rendered poor.

Sisters of the Institute are governed by an elected Leader and Council (the Leadership) and serve individually in a variety of ministries.

Concerning its day to day administration, the Institute is served by a dedicated team of people who, in collaboration with the Leadership and Institute’s communities, deliver a broad range of professional and administrative services from a number of locations throughout Australia and Papua New Guinea.

The Institute’s workplace values are:

- Integrity
- Hospitality
- Unity of purpose
- Diligence for excellence
- Respect for all



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Primary Purpose of the Position

The main objective of the position is to describe, document, and develop the ISMAPNG archives collections and undertake research enquiries. This role also carries out project based tasks and involves some travel when required.

Reporting Relationships

<u>Direct Reports to this Position</u>	<u>Indirect Reports to this Position</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, staff and sisters• Professional Standards and Legal Team	<ul style="list-style-type: none">• Affiliated archivist groups• Professional bodies

Key Decision Making

<u>Decisions Expected</u> <ul style="list-style-type: none">• Archival appraisal and documentation• Significance assessment and documentation of heritage items• Storage and conservation
<u>Recommendations Expected</u> <ul style="list-style-type: none">• Digitisation of key archive collection items• Content for public profile and programs• Strategies to preserve and manage the collections



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Key Accountabilities and Responsibilities

Research Service

- Undertake archival research in response to internal and external inquiries, which include legal, redress, care leaver and medical.

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
- Assess the significance of heritage objects
- Document the collections to professional archival standards
- Ensure the safety and security of all material within the collections by monitoring storage and environmental conditions, by using appropriate Housing, by storing appropriately and by identifying priorities for conservation treatment
- Manage volunteers involved in projects through training or supervision as required.

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 independently and as part of a team
- Liaise with sisters, staff, and external researchers.

Values & Formation

- Demonstrate values and behaviours that are in line with the values and ethos of the Institute including an alignment with the mission of hearing the cry of Earth and the cry of those rendered poor, in the context of Integral Ecology and care for our common home
- Actively participate in Mercy formation available within the Institute.



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Safety of Children and Vulnerable Adults

The Institute is committed to ensuring zero tolerance of abuse in all its forms by creating a culture of safety and respect for all, including prioritising the safety and best interest of all children and vulnerable adults with whom we have contact. All staff and those who work with us are expected to take all reasonable steps to ensure the protection of children and vulnerable adults and to comply with our safeguarding policies and procedures, including responding to and reporting all suspicions and allegations of abuse.

Staff who have access to children through their role must have a valid Working with Children Check. All other staff, prior to commencement, must have a valid National Police Check.

Workplace Health and Safety

- Identify and respond to any safety issues
- Attend the workplace and adhere to the Institute's COVID-19 safety guidelines
- Comply with 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, sisters, and staff
- Managing the workflow with team members for all tasks.

Qualifications, Experience & Competencies

- Relevant tertiary qualifications in archives or records management. Hold (or is eligible for) professional recognition by the Australian Society of Archivists as an Accredited Member (ASAAM) or Recognised Professional (ASARP)
- An understanding of archival principles, legislation, standards and practical aspects of archival 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
- Demonstrated time management and project management skills
- Effective skills in communication
- High level of computer skills and database skills (a working knowledge of Emu CMS is an advantage)
- High level of attention to detail
- A commitment to ongoing professional development and participation in appropriate professional activities
- A commitment to the Mercy Ethos and an understanding of the history of the Sisters of Mercy and how the Institute relates to the broader catholic community.



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Other Matters

- All employees and contractors are required to comply with the policies and procedures adopted by the Institute
- This Position Description is subject to any Letter of Offer relating to the position
- This Position Description is not intended to be all inclusive. All employees are expected to undertake other tasks and take on other responsibilities reasonably required to meet the Position Objective.