Archivist

Parade College is a member of the national body of Catholic schools known as Edmund Rice Education Australia (EREA). The College aims to help young men grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours.

As a long-standing Catholic school for boys in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

Applications are invited for the position of Archivist from highly motivated candidates with excellent organisational skills committed to promoting and enhancing the Catholic Identity and the Edmund Rice Tradition of the College. Reporting to the Business Manager, the Archivist will be responsible for the preservation of the history and heritage of the College, and includes caring for the records of today so that they may, in turn, be handed on to the next generation.

The primary role of the Archivist is to ensure the heritage of the College is collected, preserved, documented and exhibited. The maintenance of user friendly, accurate and up to date information systems for easily accessing archival records is essential for this role. As the College’s heritage is inextricably linked with its image and vision, the Archivist will support public relations and curricular activities as well as provide support and services to the Old Paradian’s Association.

This position requires being able to work independently, as well as frequent and varied contact with all members of the College community. The successful candidate in this position will be required to perform many and varied tasks which will involve discretion, confidentiality and initiative. The Archivist will need to exhibit a personal commitment to the mission and vision of the College and work within the confines of Commonwealth Privacy legislation.

The ideal candidate is a customer focused professional with sound experience in a similar role, known for their friendly and polite demeanour, attention to detail, and strong organisation skills. Impeccable communications skills assures the successful candidate will have confidence when dealing with internal and external stakeholders.

**Application Requirements**

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a good understanding of the role.

Applications must include:

- a **covering letter**
- a separate statement addressing the **Key Selection Criteria** addressing your skills, qualifications and experience relevant to the role
- a current **Curriculum Vitae**; together with
- a completed **Application for School Officer** form available on the College website.

Applications should be emailed to hr@parade.vic.edu.au, addressed to the Principal.

**Applications close at 4pm, Friday 11 October 2019.**

*This community is committed to the safety, wellbeing and protection of all children in our care.*
PARADE COLLEGE

POSITION DESCRIPTION

Position Title: Archivist
Reports To: Business Manager
Employment Status: Ongoing

PRIMARY PURPOSE OF POSITION

The primary role of the Archivist is to ensure the heritage of the College is collected, preserved, documented and exhibited. The maintenance of user friendly, accurate and up to date information systems for easily accessing archival records is essential for this role.

As the College’s heritage is inextricably linked with its image and vision, the Archivist will support public relations and curricular activities as well as provide support and services to the Old Paradian’s Association. The Archivist will need to exhibit a personal commitment to the mission and vision of the College and work within the confines of Commonwealth Privacy legislation.

STATEMENT OF DUTIES

**Collection, Prevention and Destruction**
- Collect and preserve the information and records of the College.
- Establish and maintain an accurate database of all materials included in the College’s historical collections, including student records, roll call photos, artefacts and other items of historical significance.
- Ensure appropriate conservation work is carried out on items in the collection when required.
- Develop and implement archival policies and procedures.
- Maintain the integrity and confidentiality of the archival holdings.
- Collect, conserve and display material that recognises and acknowledges past students and their involvement in the College.
- Develop protocols for electronic records and archives management.
- Develop a records retention policy such that records and archives are retained for evidentiary and historic purposes for the appropriate time required.
- Develop a records disposal policy in accordance with archival professional standards (ie. National Australian Archives, Public Records Office Victoria) such that records are disposed of in a secure, timely and appropriate manner.
- Manage access to the heritage collections to internal and external clients as appropriate.
- Manage access to the archives and records collections to internal and external clients as appropriate.

**Display and Promotion**
- Create and manage archival displays throughout the College.
- Develop, create and manage digital archival displays throughout the College.
- Liaise with the Nash Learning Centre team in respect of archival and digital displays throughout the College.
- Oversee cleaning and repair of archival display cabinets and ensure ongoing conservation of artefacts in the collection.
• Create an awareness of the College’s archives and rich history via regular articles in College publications such as The Paradian and the College Newsletter.
• Promote the heritage collections among groups including Old Paradians and former staff members.

**Administration**

• Develop systems and protocols to ensure the long-term preservation of historical materials (disaster plan).
• Develop and monitor an annual budget for archives.
• Prepare correspondence and reports as required.
• Attend school archive meetings run by the Australian Society of Archivists, School Archives Special Interest Group as appropriate.
• Undertake relevant professional development as required.
• Keep up to date with government regulations and best industry practice guidelines regarding archives and records management.
• Actively attend and contribute to relevant team and House meetings.
• Other tasks as directed by the Principal.

**POSITION REQUIREMENTS**

**Qualities required**

• Ability to work with a minimum of supervision
• Good interpersonal skills and ability to relate to all divisions of the College
• A commitment to ongoing professional development
• Commitment to the ethos of Catholic education and Edmund Rice education
• Adaptability and ability to work effectively with a variety of people and manage difficult situations
• Commitment to Child Safety protocols, codes of conduct, and ensuring that Parade is a safe school
• Ability to work effectively and collaboratively in teams

**Child Safety**

• Be a suitable person to engage in child-connected work
• Be experienced in working with children
• A demonstrated understanding of child safety
• A demonstrated understanding of appropriate behaviours when engaging with children
• A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 870 Child Safe Standards,
• Working familiarity with Child Safe requirements and expectations of CEM PROTECT, EREA and VRQA
• A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School

**Selection Criteria**

The qualifications, experience, and skills required for the position ideally include:

1. Support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation.
2. Relevant qualifications in archives and/or record management, with demonstrated experience in managing all aspects of a large and diverse, educational archive collection.
3. Demonstrated experience in archival management software, including the proven ability to set up and maintain records.
4. Demonstrated experience in bringing archive collections “to life”, including by physical and digital displays.
5. Ability to work within regulatory and legal confines as relevant to archives and record management.
6. Well-developed interpersonal skills including organisation and communication, with the proven ability to work effectively, independently and collaboratively, as part of a team.
7. Commitment to ongoing professional learning.

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<tr>
<th>TERMS AND CONDITIONS</th>
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<tbody>
<tr>
<td>• Terms and conditions for this position are as outlined in the <em>Victorian Catholic Education Multi Enterprise Agreement 2018</em> for Education Support Employees. This position will be remunerated at Education Support Level 2. Salary is set out in the Agreement according to years of experience and qualifications.</td>
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<td>• This position attracts seven weeks' school holidays.</td>
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<td>• The position reports to the Business Manager.</td>
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<td>• This is a part-time (FTE negotiable) ongoing position.</td>
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<td>• College staff are expected to support the faith life of Parade College, including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation.</td>
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<td>• The successful applicant would require a commitment to ongoing professional learning. The position requires the completion of an Annual Review Meeting.</td>
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<td>• All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.</td>
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<td>• Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening and adhere to the School's Childs Protection Policies.</td>
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