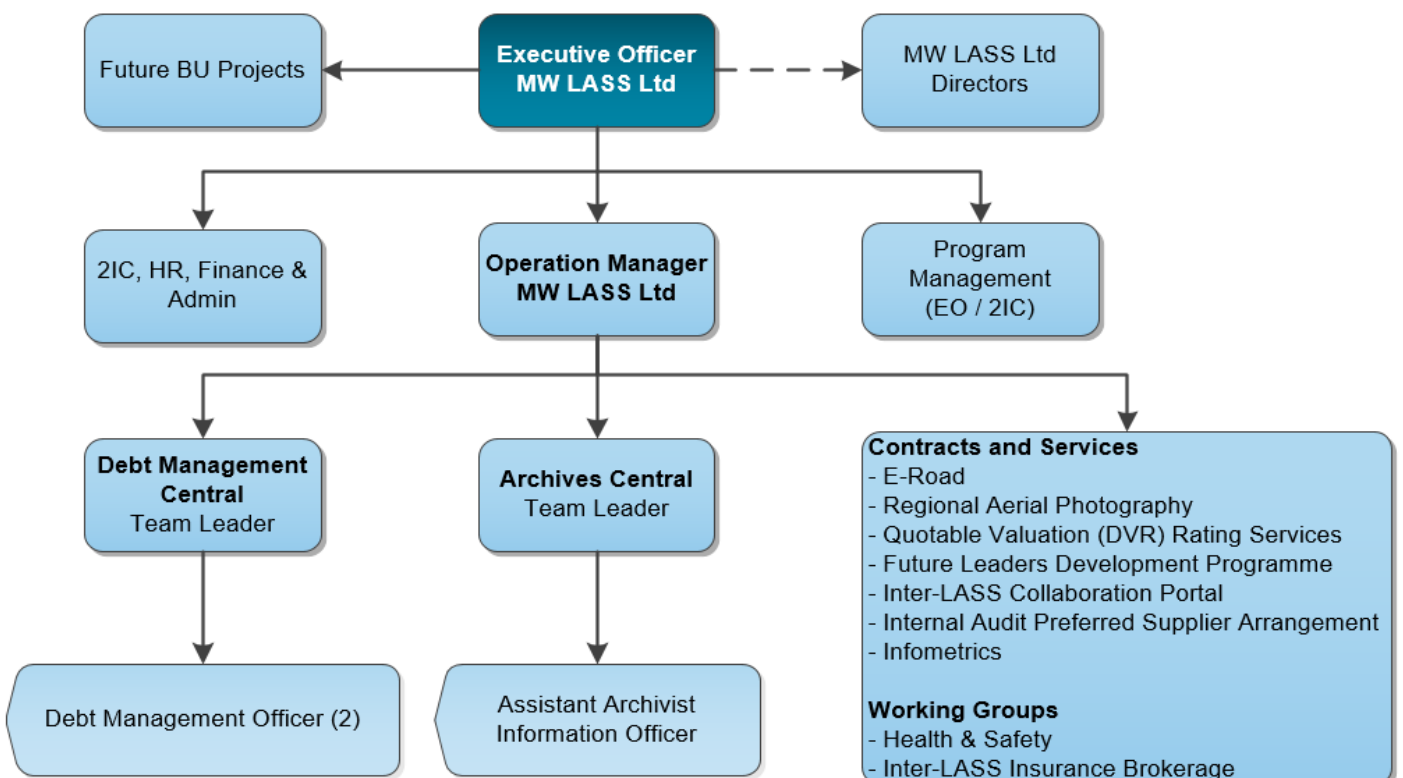


Job Description

Job title	Team Leader Archives Central
Responsible to	MW LASS Operations Manager
Responsible for	Direct reports (currently 2 staff)
Job purpose	Provide leadership and operational management for Archives Central as part of MWLASS. Oversight of, and being accountable for, day-to-day archival operational activities and implementation of strategic collection development.
Salary	\$ 75,830 (85%) - \$ 88,765 (100%)
Last reviewed	October 2022

MW LASS Organisational Chart



KEY CONTACTS

- Internal: Archives Technical Group
 Internal researchers
 MW LASS member Records Department staff
 Human Resources Manager and Business Services Manager at
 Horizons Regional Council
 Other staff within MW LASS local authorities
- External: Records Department and other staff from non-LASS councils
 External researchers
 Suppliers

KEY RESPONSIBILITIES

Intellectual integration of all collections

- Apply description standards across holdings of all creating agencies, while preserving the integrity of the archives;
- Utilisation of linked data to enhance the structure of collections, records sets and entities; and,
- Ensure that all records received by the archives are accessioned at first point of transfer.

Appraisal of archives

- Perform Retention and Disposal (R&D) actions as part of special project requests by councils; and,
- Consult appropriately to confirm appraisal recommendations, where necessary.

Arrangement and description of archives

Physical care and preservation of archives

- Provide appropriate storage and protection of archives; and,
- Liaise with suppliers of archival equipment and materials.

Provide access to archives

- Provide access to archival material, both internal and external;
- Creation of database finding aids to ensure accurate access to archives;
- Ensure appropriate restrictions are applied to select archival material and that relevant privacy legislation is adhered to;
- Manage the loaning and transfer of archival material; and,
- Maintain records of use and movement of archives.

Policies and Registers

- Develop and maintain the accession and series registers; and,
- Develop and maintain strategies, policies and procedures for all archival related activities.

Work with all stakeholders, as necessary, to complete the project

- Supervise the work of Archives Central staff on a day-to-day basis;
- Provide an update to the Archives Technical Group as required; and,
- Maintain relationships and liaise with staff in local authorities as required for purposes of understanding the archives.

Community liaison

- Represent the Executive Officer at internal and external meetings/occasions; and,
- Respond appropriately to requests for advice/assistance from community organisations and individuals.

Project management

- Lead the project to bring the archives of the local authorities together in one repository and provide archival services;
- Expand the amount of records and archives stored at Archives Central;
- Establish priorities, approach and plans for implementation;
- Coordinate resources;
- Monitor and report on progress to MW LASS Operations Manager; and,
- Communicate requirements, progress and other messages as required.

Staff management

- Allocate and manage work flow and volumes;
- Manage direct reports;
- Handle performance management of staff;
- Work with staff to develop, monitor and review work performance;
- Develop training needs for archive staff; and,
- Provide coaching and mentoring to team members.

Please note: The job description is not intended to be a complete list of duties but is a guide to the job. Employees may be asked to do tasks outside of this description to respond to developing work and organisational requirements. Annual KRA's will be set as part of a performance development and review process and these may be in addition to the tasks in this job description.

PERSONAL SPECIFICATIONS**Qualifications and Experience**

- A relevant postgraduate qualification or higher in a GLAMR related field, or relevant equivalent experience;
- Project management experience and demonstrated ability to deliver; and,
- Proven experience in staff supervision, and the ability to manage information professionals and technical specialists Demonstrated experience applying the practices, techniques, concepts and theoretical principles of archival practice.

Knowledge and Skills

- Awareness and understanding of GLAMR sector best-practices for documentary heritage curation, including appraisal, accessioning, arrangement and description, and access and use of collections;
- Collaborative relationship building and relationship management;
- Knowledge of relevant local government functions and central government legislation pertaining to archives, records and information management;

- Understanding of hierarchy and control systems, specifically the Australian Series System and Records in Context Conceptual Model (RiC-CM);
- Demonstrated experiencing balancing the protection of privacy, copyright, and other rights of creators with the mandate to facilitate access and use of collections;
- Demonstrated knowledge, understanding and willingness to engage with current developments, trends, and technologies in special collections and archives; and,
- Reporting and budget management.

Key Job Competencies

- Teamwork
- Job knowledge
- Customer service
- Experience with IT databases
- Communication (verbal and written)
- Flexibility and initiative
- Organising for results
- Leadership
- Developing and managing performance

PERSONAL ATTRIBUTES

- Able to operate effectively under pressure
- Lateral thinker
- Logical and analytical
- Highly organised
- Able to work effectively without supervision
- Expertise in the leading, coaching, motivating and development of team members
- Excellent report writing skills
- Excellent communication skills
- Flexible approach, “can do” attitude

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position or by People and Capability. This job description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

Manager _____ Date _____

Position Holder _____ Date _____