

POSITION DESCRIPTION		
Position Title: Archives Manager	Classification: Band 3 Level 3 Grade 17	Position Number: BHCC-ARC-01
Group/Area: Library & Archives	Reports to: Director Corporate & Community Library Manager	Hours per week: 35
Our Organisation: Vision: Broken Hill is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world. Mission: Council provides responsive community leadership to enhance community living and facilitate a prosperous economy Our Values: Accountability, Pride, Perseverance, Courage & Honesty, Teamwork		
Position Objective: This position is responsible for the overall management of the Broken Hill Outback Archive (BHOA) - a nationally significant collection located in Australia's first heritage listed city. The BHOA is comprised of photographs, documents, audio-visual materials, newspapers, textiles, botanical specimens and objects related to Broken Hill's mining, trade union, environmental and social/cultural history. The position will also be responsible for managing the State Archives (Museums of History NSW) Regional Archives Centre collection and the Local Studies collection of books, monographs, research files and microfilm (in conjunction with the Library Coordinator). This position oversees all collection management processes for the BHOA, including acquisition, documentation, conservation and public access, as well as providing overall administration of Council's collection management system (Axiell EMU) which operates across the distinct collections of the Outback Archive, the Broken Hill City Art Gallery and the Albert Kersten Mining and Minerals Museum (Geo Centre). The position is involved in planning and developing strategies for the delivery of an effective, industry-standard and customer-focused Archive service and in advising on collection management processes across all of Council's collections (in conjunction with the Gallery and Museum Manager).		
Special Requirements <ul style="list-style-type: none"> Australian Federal Police Check 		
Key Stakeholders <ul style="list-style-type: none"> Director – Corporate and Community Library Coordinator Gallery and Museum Manager Individual and organisational users of the Outback Archive Suppliers and contractors State Archives of New South Wales (Museums of History NSW) State Library of New South Wales 		
Reporting Lines: <ul style="list-style-type: none"> This position reports to the Director – Corporate and Community or Library Manager This position manages the Archive Project Officer - Digitisation 		

- This position may lead volunteers or interns and/or other support staff in the future.
- This position liaises with the Library Manager/ Coordinator and the Gallery and Museum Manager.

Accountabilities

You will use your professional skills and experience to:

Archive management

- Rationalise and improve the description, arrangement and cataloguing of collection items previously recorded on the Axiell EMU collection management system (CMS) while retaining original order and provenance.
- Assess unprocessed acquisitions according to criteria outlined in the Collection Management Policy, and process, catalogue, conserve and organise digitisation as appropriate.
- Assess new donation requests according to criteria outlined in the Collection Management Policy and, if accepted, process, catalogue, conserve and organise digitisation as appropriate.
- Assess collection items for deaccessioning where appropriate as per procedures outlined in the Collection Management Policy.
- Ensure all required collection management documentation is completed and saved as per established procedures.
- Monitor copyright and intellectual property compliance of the collection.

Conservation

- Ensure new acquisitions are packaged and stored in conservation-grade materials according to best-practice standards
- Review the conservation enclosures and storage of the existing collection and upgrade where required.
- Identify significant items that may require professional conservation.
- Monitor the climate and environmental conditions in Archive storage areas and advise management if changes are required to maintain ongoing preservation of the collection.

Public access and digitisation

- At such time as the BHOA is open to the public – oversee a public access service including dealing with public queries and providing secure access to Archive materials.
- Plan and implement ongoing digitisation of the BHOA collection and advise on requirements for the future management of digital assets.
- Respond to requests relating to the State Archives (Museums of History NSW) Regional Archives Centre collection, complying with access directions and other procedures.

Management and planning

- Undertake periodical audits of the BHOA collection.
- Direct and supervise support staff and/or volunteers.
- Liaise with Library Coordinator in relation to planning for the new Archive facility and the reopening of a BHOA public access service.
- Update and improve existing collection management policies and procedures as required.
- Provide advice, oversight and training in collection management processes to the management and staff of the Broken Hill City Art Gallery and the Albert Kersten Mining and Minerals Museum (Geo Centre), to ensure the integrity of all collections belonging to Council.

- Provide administration of the EMU CMS, which operates across the Outback Archive, the Broken Hill City Art Gallery and the Albert Kersten Mining and Minerals Museum (Geo Centre), liaising with Axiell where necessary, and ensure staff adhere to cataloguing protocols.
- Assist and advise management in strategic direction and future resourcing for the BHOA.
- Administer the budget of the BHOA and identify grants to assist with its development.
- Maintain effective working relationships with stakeholder organisations and individuals.
- Maintain statistics and prepare regular reports for management.

You will contribute to a customer focused approach to service delivery by:

(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our city and having an ability to promote these outcomes.
- Listening to customers and understanding that customer experiences are multi-faceted and consideration is given to customer viewpoint and sensitivities surrounding particular decisions and interactions.
- Recognise that customers' perceptions are their reality. Create processes to catalogue your customers' reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers' perceptions.
- Ensure that value is delivered to customers through a commitment to mutual cooperation among employees from different functions and departments.
- Responding to and resolve Customer Requests and enquires in a timely and customer focused manner.
- Ensuring that communication with customers is open, timely and transparent.
- Being recognised for having a professional attitude towards customers.
- Having an ability to manage difficult situations and conflicts – calmly and professionally.

You will embrace your leadership position by:

- Playing a key role in ensuring positive outcomes from Council's organisational change activities, including restructuring and cultural change initiatives.
- Role modelling and promoting the values of the organisation with clarity and credibility for all staff, regardless of reporting lines.
- Promoting 'whole of organisation' and contributing to Councils overall strategic direction.
- Providing clear direction to staff and acting as an effective communication link between management and staff.
- Committing to self-awareness and improving leadership effectiveness.
- Strengthening employees' capacity to utilise project management principles and techniques to deliver outcomes on time, on budget and to the required standards.
- Recruiting and selecting staff in the team.
- Providing guidance, direction, coaching and motivation to staff in your team; taking responsibility for staff performance.
- Monitor and assess employee skill and performance on a regular basis; including taking remedial actions as required in line with the organisation's performance management framework.
- Actively provide performance feedback to employees to ensure staff are aware of the expected outcomes and performance of the given project or service.
- Utilising effective communication and delegation such that employees have appropriate autonomy, accountability and recognition for achieving expected outcomes.
- Assisting employees to become more goal oriented, innovative, and able to use initiative to solve problems.
- Monitoring the effectiveness of staff development programs and taking action where required
- Understanding corporate risks that apply to your activities.

You will contribute to an effective organisation by:

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department, and ensuring these are considered in decision-making.
- Support business excellence and continuous improvement practices.

You will assist Council in achieving a financially sustainable future by:

- Contributing to a whole of Council approach to resource usage and allocation.
- Maintaining a 'value for money' attitude, through efficient and effective use of resources.
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate services costs.

You will assist Council to meet Records Information management:

- Understand and implement compliant records management in line with the State Records Act and BHCC Record Management Policy.

You will adopt a teamwork approach by:

- Performing an active role within the Risk and WHS team to achieve the objectives of that function.
- Engage in regular communication and co-operation with fellow team members.
- Understanding that all staff at Council are one team working towards a shared purpose and applying a 'whole of organisation' approach to every aspect of your work.
- Embracing and promoting the values of the organisation.
- Setting an example for other employees regardless of reporting lines.
- Committing to self-awareness and improving professional effectiveness.
- Understanding corporate risks that apply to your activities.

You will ensure a safe and equitable workplace environment by:

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework.
- Implementing, monitoring and complying with Council's WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area.
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics, and EEO plans are developed and implemented accordingly.

Other duties

In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

Employees shall have reasonable and equitable access to education and training. Such education and training shall enable employees to acquire the range of skills they are required to apply in their positions.

Position and Person Specification

Essential

- Tertiary qualification in a relevant field such as Archives, Museum Studies, Collection Management, Arts/History or extensive work history in these areas.
- Minimum five years' experience working directly with historical collections in the Galleries, Libraries, Archives and Museums sector.
- Demonstrated understanding of Archive management and principles
- Significant experience in cataloguing items using a collection management system (CMS) such as Axiell EMU.
- High level skills and understanding of collection management principles including cataloguing, storage, manual handling and preventative conservation.

- Ability to methodically follow established processes and procedures and to improve, document and develop these where necessary.
- Exceptional attention to detail and ability to analyse and cross-check data.
- Strong time management skills and ability to prioritise tasks and meet deadlines.
- Proficient in using databases, Excel and Word, with a high level of computer skills.
- Proven ability to work effectively independently and to supervise staff/volunteers.
- Understanding of relevant standards of confidentiality, ethics and legal responsibility.
- Current drivers' licence.

Desirable

- Eligible or be willing to become a Professional Member of the Australian Society of Archivists
- Cataloguing experience using the Axiell EMU collection management system.
- Willingness to participate, present and attend professional development workshops, courses and conferences
- Knowledge of project management methodology and an ability to manage a range of competing priorities to deliver results
- Established networks and experience in archival engagement in local and global environments

Acceptance of Position Description

Approved: General
Manager

Signature:

Date:

I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.

Accepted: Employee
Name

Signature:

Date: