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| Anglican Church SQ logo RGB | **POSITION DESCRIPTION** |
| Position Title: | **Archivist** | |
| **Department:** | Organisational Support Services,  Finance and Diocesan Services Commission | |
| **Location:** | Church House, Ann Street, Brisbane | |
| **Employment Status**: | Please refer to employment contract | |
| **Reports To:** | Group Manager, Organisational Support Services  Finance and Diocesan Services Commission | |
| **Direct Reports:** | Assistant Archivist | |
| **Key Relationships/Interactions:** | **Internal:** Archbishop, General Manager, Regional Bishops and their offices, Commissions, Parishes, Schools and other agencies of the Anglican Church Southern Queensland. | |
| **External:** Researchers, General public | |

**About the Anglican Church, Southern Queensland (ACSQ)**

The Anglican Diocese of Brisbane is one of twenty-three Dioceses that form the Anglican Church of Australia. The legal entity is The Corporation of the Synod of the Diocese of Brisbane; incorporated under the Church of England Act 1895.

The Diocese is one of the most broad-based in the country and occupies the geographic region from the New South Wales border to Bundaberg, and from the Pacific coast to the South Australia/Northern Territory border. Within these boundaries the Diocese operates 134 parishes, 14 schools, a theological college and a significant number of residential community and social service programs through Anglicare Southern Queensland.

The Anglican Diocese of Brisbane is a multi-faceted community services organisation with an annual turnover of more than $500 million and is organised into five Commissions overseen by Diocesan Council:

* Community Services Commission - incorporating Anglicare Southern Queensland (ASQ)
* Finance & Diocesan Services Commission
* Ministry Education Commission
* Parishes and Other Mission Agencies Commission
* Anglican Schools Commission

**Position Statement / Overall Purpose**:

The role of the Archivist encompasses the management of the Archives of the Anglican Church Southern Queensland (ACSQ), including the appraisal, transfer, retention, disposal, accessioning, storage, arrangement and description, preservation and conservation, and reference and access, of records created by the ACSQ. The Archivist will also manage all staff and volunteers associated with the ACSQ Records and Archives Centre.

The Archivist is responsible to the Group Manager, Organisational Support Services. A Records and Archives Committee provides an advisory role.

The Archivist will work in accordance with the values, ethos, and strategic direction of the ACSQ, the Code of Conduct, and support the operations of the Church through its Commissions and Agencies, by providing professional guidance and advice within this position’s specialty area.

**Position Specific Requirements & Qualifications:**

1. Tertiary qualifications in Archives and/or Records Management
2. Professional Membership of the Australian Society of Archivists
3. A National Police Certificate

**Key Selection Criteria:**

1. Previous experience in archives and/or records management and be able to demonstrate a thorough understanding of, and high level of competency in, archives and/or records management
2. A high level of integrity and discretion, in accordance with the Code of Ethics of the Australian Society of Archivists
3. Well-developed communication skills, with a capacity to adapt to all users of the archives
4. Excellent organisational, analytical and problem-solving skills to manage competing priorities in a busy environment
5. Highly developed computer literacy skills including the capacity to effectively use email, word processing, web searching and archive management software
6. Experience in developing and maintaining quality systems and budget management
7. An ability to work independently, as part of a team, and provide leadership to paid and volunteer staff
8. An ability to take initiative to meet goals.

**Key Accountabilities and Responsibilities:**

1. **Accountability: Policies and Procedures**

***Ensure the Records and Archives Centre operates with current and relevant policies and procedures.***

**Responsibilities:**

* Develop, maintain, and implement policies and procedures for the management of the archives and provision of access to users.
* Develop, maintain, and implement policies and procedures for reference and access applying to all users of the archives.

1. **Accountability: Compliance with legislative requirements**

***Ensure the Records and Archives Centre meets legislative requirements in relation to record keeping.***

**Responsibilities:**

* Advise Diocesan staff on recordkeeping obligations according to legislative requirements, and to protect business interests of the Diocese.

1. **Accountability: Lead and participate in strategic direction**

***Take an active role in establishing the strategic direction for the Records and Archives Centre***

**Responsibilities:**

* Provide ACSQ staff with strategic advice on records creation, transfer, storage, and access.
* Continuously review archival management practices and associated activities to identify and manage risk and adopt procedures as required, to ensure cost effectiveness and efficiency.
* Liaise with the Records and Archives Committee, in their advisory role.
* Build and sustain positive relationships with all stakeholders, enabling the Records and Archives Centre to be responsive to client needs and expectations.
* Keep abreast of developments in records storage systems, and archival policies and programs.

1. **Accountability: Manage the Records and Archives Centre**

**Responsibilities:**

* Design, implement, and manage the archival information storage and retrieval systems.
* Manage records in all formats.
* Write and edit content for the ACSQ Archives web pages.
* Participate in the annual budget development and review process, and ensure the centre’s activities are consistent with allocated budget and resources.
* Supervise and train staff and volunteers as required.
* Listen and communicate with stakeholders to build knowledge of issues and requirements for good practice.
* Participate effectively in networks to advance Records and Archives Centre objectives.
* Provide in-house reference and access services to the commissions, parishes, schools and other agencies of the Diocese, and external reference and access services to the public as appropriate.
* Keep professional knowledge of staff up-to-date by ensuring participation in appropriate professional development program

1. **Other Duties and Requirements**

* Undertake own work practices in a safe manner and comply with the instructions given for workplace health and safety within relevant Policies and Procedures;
* Do not, during or after employment, disclose information relating to residents, clients and staff or damage the reputation or viability of the ACSQ.
* Responsibilities also extend to any tasks delegated by your manager, provided that those new job requirements are safe, efficient, relevant, legal and within your abilities.

**Delegation of Authority:**

* In accordance with the Delegations of Authority Policy.

**Team Values:**

To support the Diocese by leading and delivering innovative financial, investment and decision-support solutions

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| **We Value:** | **By:** |
| ***Transparency*** | * Being honest and open and trustworthy in all we do |
| ***Accountability*** | * Taking ownership and responsibility for our work, and delivering reliably and efficiently |
| ***“One Team thinking”*** | * Working Collaboratively and respecting every team member’s contributions, while breaking down silos |
| ***Innovation and Leadership*** | * Proactively Promoting “new ways” and learning from failures |