



# Archivist

Roseville College is an established, respected independent day school for girls in Kindergarten to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

## Key information

- Part time, equivalent to 2 days per week. Hours flexible.
- Permanent opportunity

## Broad objective

Roseville College has a rich history of educating young women on the one campus in Roseville, in northern Sydney. The archivist plays a significant part in telling the story of our past, and informing culture, now and in the future.

Making records available to others, in accordance with appropriate policies and procedures approved by the College, the archivist promotes good stewardship. Ideally, the archivist also supports student learning, about history, our culture and evidence of who we are.

The Roseville College Archivist will ensure that records which have value as authentic evidence of administrative, corporate, cultural and intellectual activity, are made, kept and used. The work of the archivist is vital for ensuring organisational efficiency and accountability, and for supporting understandings of school life through the management and retention of its personal, corporate and social memory.

## Key relationships

- Principal
- Executive Team
- Director of Business Services
- Director of Development and Community Engagement
- Marketing and Communications Team
- Risk and Compliance Manager
- Head of IT

- Human Resources Manager
- PA to the Principal

## Reports to

Head of Business Operations

## Qualifications, skills and experience

- A member of Australian Society of Archivists, or willing to join.
- Able to demonstrate a thorough understanding of best practice in archives and records management procedures.
- A high level of integrity and discretion in accordance with the Australian Society of Archivists Code of Ethics.
- Tertiary qualifications in information management or a related field preferable but not essential.
- Interest in additional wider records management project-based work will be favourably considered.
- Highly organised.
- Excellent attention to detail .
- Excellent administration skills.
- Ability to identify priorities and proactively resolve issues.
- Excellent communication skills (written, verbal and digital, including social media).
- Self-motivated and able to work autonomously.
- Appropriate knowledge of technology and database systems (Edumate, Potentiality, Facebook, Twitter, Instagram).
- Ability to maintain confidentiality at all times.
- Polished and professional presentation.

*Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.*

Roseville College 27 Bancroft Avenue Roseville NSW 2069 [rosevillecollege.com](http://rosevillecollege.com)



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## Applications

Applicants must submit a full application, addressed to The Principal, including application form, a relevant cover letter, resume and supporting documents through the College website: [www.roseville.nsw.edu.au/about/employment/](http://www.roseville.nsw.edu.au/about/employment/)

However please note, interviews may commence upon receipt of suitable applicants.

This position description is subject to change based on College requirements.

**Applications close: 24 May 2022 at 9am**

Roseville College is a member of The Anglican Schools Corporation (ASC).