



Position Description

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.

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.

This is a permanent role, equivalent to 2 days per week. Days and hours flexible.

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

Direct reports

Nil

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



Archivist

Key responsibilities

Archive Administration

- Develop, maintain and implement archive policies and procedures necessary to support the School Archive and to ensure that the College fulfils its record keeping obligations according to legislative requirements, and to protect its business interests.
- Make informed decisions regarding the creation, capture and retention of records.
- Make recommendations to the Director of Business Services and maintain a register concerning the destruction of records.
- Accession, arrange and describe all material accepted into the School Archive in keeping with professional archival policies and standards.

Archive and Records Management

- Provide advice and support on a day to-day basis as well as long-term management of all records created by the College, regardless of format, especially in areas of administration and governance.

College history and culture

- Provide research services to all members of the College and the extended community who have research enquiry about any aspect of the College's history.
- Work with the Communications and Marketing team to provide relevant material from the College archives, so that the story of Roseville College is told and shared.
- Support teaching and learning in history and social sciences with research and material.
- Design and participate in regular activities to promote the history and heritage of the College including preparing articles for school newsletters, magazines, reports, websites or other publications.

Record Preservation and Conservation

- Work to establish a safe and secure repository with appropriate storage and environmental conditions having regard to recognised Archive and Museum standards.

Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Additional responsibilities

- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

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Archivist

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.

Essential characteristics

- Actively supportive of the Christian mission and values of the College.
- Organised.
- Exceptional interpersonal and communication skills.
- Customer focused and results driven.
- Strategic thinking.
- Collegial and collaborative approach.
- Conflict resolution skills.
- Emotional resilience.
- Initiative.
- Innovative.
- Adaptable and able to work well under pressure.
- Approachable.

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