



Job Description

Name	Vacant
Job Title	Archivist
Division	Information Services (IS)
Position type	Part time (18.75 hrs per week) in Sydney office (days/times agreed by negotiation) until the end of 2010
Reporting and working relationships	The Archivist reports to the Information Services Manager and is responsible for the management and maintenance of The Foundation's Archive.
Date	January 2010

Role summary and time allocation	% time
The Archivist is responsible for: <ul style="list-style-type: none">Developing policies and procedures for managing The Foundation's archivesAdvice and support to divisions regarding archivesCompliance and reporting	75% 20% 5%

Responsibilities and related tasks	Performance objectives
Archives management <ul style="list-style-type: none">Develop and implement plans for archival managementDevelop and maintain archive policy, standards, & guidelines including retention & disposal schedules.Develop standard operating procedures as required for creation, storage, retrieval, protection, preservation and destruction of records in all formatsIdentify any risks associated with the management of records and develop strategies for mitigationConsult with Divisional Managers about archiving processes, selecting archives and suggested retention times.Provide professional advice & support to The Foundation's Divisions to ensure compliance with standards for the transfer, control and preservation of records transferred to The Foundation's ArchiveLiaise with experts in other fields to obtain optimum advice and/or resultsProvide research services to all members of The Foundation or extended community who have a genuine research enquiry about any aspect of The Foundation's history.	Ensure that: <ul style="list-style-type: none">The Foundation has documented policies and procedures complying with Record and Archives standards on preservation, retrieval and disposal.Meet requests for archival information within agreed timeframes.Divisional staff understand how to appraise, transfer, control and preserve records of value.Provide support in a friendly, timely and professional manner.Contribute positively to the efficient and effective functioning of The Foundation.

