



## **Job opportunity: Archivist**

This is an exciting opportunity to contribute to the growth of an international development organisation that focuses on blindness prevention and Australian Indigenous health.

This is a part-time (0.5 of full time position), fixed term position (until the end of 2010) based in The Foundation's Sydney office. The Archivist reports to the Information Services Manager and is responsible for the management, organisation and maintenance of materials that have historical importance to The Foundation.

We are seeking an enthusiastic and diligent individual who has –

- Demonstrated track record in developing and implementing plans for archival management.
- Demonstrated work experience/at least two years experience in managing an organisation's archives.
- Understanding of both manual and automated records and archives systems
- A sound knowledge of current practices in the preservation, storage, organisation and retrieval of archival material
- Thorough working knowledge of relevant legislative and regulatory requirements (preferably in a Non-Government Organisation).
- Ability to read and interpret records in order to arrange them, apply retention and disposal authorities and access and security rules and conditions;
- Concepts for identifying vital records
- Strong customer focus and great interpersonal skills, with the ability to influence outcomes.
- Ability to work independently.
- Ability to be attentive to detail and to set priorities.
- Sound judgment and discretion with confidential information
- Computer literacy in Windows, and knowledge of the Microsoft suite (particularly Access), archiving systems and other relevant technology, including scanning and imaging
- Tertiary qualifications in archives or records management and eligibility for professional membership of ASA or RMAA
- Relevant/proven experience and/or training in archives or records management ideally gained through a non-government organisation.
- Experience supervising volunteers.

### **Desirable criteria**

- Driver's license
- Knowledge & experience setting up and managing an archives/records management application.

- Experience working in archives or records & document management in a Non-Government Organisation.

This position will be responsible for the appraisal and preservation of business records as corporate archives of the organisation. As an Archivist, you will manage The Foundation's Archive according to professional standards.

Responsibilities of the position include -

- Develop and implement plans for archival management
- Develop and maintain archive policy, standards, & guidelines including retention & disposal schedules.
- Identify any risks associated with the management of records and develop strategies for mitigation
- Consult 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 Archive
- Provide 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.
- Provide advice and support about the real or inherent value, conservation, display or disposal of non-paper items.

### **Remuneration**

Salary package up to \$36,533 (inclusive of base salary up to \$30,000, leave loading, superannuation, tax free fringe benefit option) depending on experience.

### **Application process**

For further details go to [www.hollows.org.au/employment](http://www.hollows.org.au/employment) or call **Helen Tran** on **+61 02 8741-1900** with enquiries. Send applications (resume no longer than 4 pages) to [fhf@hollows.org](mailto:fhf@hollows.org) by **COB Monday 15 February 2010**.