**Role Description**
**Senior Archivist**

|  |  |
| --- | --- |
| **Role Description Fields** | **Details** |
| **Cluster** | **Climate Change, Energy, the Environment and Water** |
| **Department/Agency** | **Department of Climate Change, Energy, the Environment and Water** |
| **Division/Branch/Unit** | **Governance and Legal** |
| **Role number** | **TBC** |
| **Classification/Grade/Band** | **Clerk Grade 9/10** |
| **Senior executive work level standards** | **Not Applicable** |
| **ANZSCO Code** | **224211** |
| **PCAT Code** | **1226492** |
| **Date of Approval** | **July 2024 (updated from August 2023, March 2023, October 2024)** |
| **Agency Website** | **www.dcceew.nsw.gov.au** |

*Ensuring a sustainable NSW through climate change and energy action, water management, environment and heritage conservation and protection.*

**Who we are**

The NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) works to protect the state’s environment and heritage. It leads the way on climate change, driving the sustainable transition to a net zero economy, powered by affordable, reliable, and clean energy.   DCCEEW conserves and protects the state’s natural environment. It manages the NSW national park estate, including its rich and diverse biodiversity and Aboriginal cultural heritage for future generations.

DCCEEW also ensures sustainable management of water resources across the state, to support the environment, communities and industry.  We acknowledge the ongoing custodial responsibilities of the Aboriginal peoples of NSW to care for Country and water and are committed to establishing meaningful partnerships with Aboriginal peoples in the management of the environment.

## Primary purpose of the role

The Archivist is responsible for the acquisition, management and maintenance of documentation and materials, addressing business needs and articles of historical value, including ensuring legislative requirements and standards are met.

## Key accountabilities

* Management of the development, maintenance and procedural improvement of agency archives management programs and archival systems to provide effective access to relevant records information across the agency for internal and external researchers in accordance with any restrictions or legislative requirements relating to privacy and cultural issues.
* Ensure agency archives according to accepted archival methods and practices, and research and document historical administrative structures and record keeping systems of predecessor agencies as they have evolved over time.
* Determine the delivery and development of the records disposal training programs across divisional networks to facilitate the capture of inactive as well as active records into the Agency's record management system and raise awareness of Agency archives.
* Manage existing agency functional and administrative retention and disposal authorities.
* Provide guidance on the transfer of appropriate records to Government Records Repository and State Archives and ensure that the agency's automated records system reflects the location of identified archives and record series, including the development of transfer plans.
* Ensure best practice in archives management and provide archival advice to the records team and/or archival services to clients in accordance with policies and procedures to assist with the integration of consistent records systems across the Agency and ensuring that inactive records are maintained and accessible.
* Provide advice on issues of compliance with the State Records Act 1998, and the Australian Standard on Records Management ASISO15489, and any other legislation relating to record keeping.
* Providing training and advice across the department to ensure effective records management.

## Key challenges

* Working in a diverse and broad environment and dealing with multiple stakeholders and competing priorities and providing technical subject matter expert advice to non-technical staff.
* Sustaining the integrity of current services while implementing new initiatives, especially given the complexity, size and scale of an environment which continually challenges technical capability.
* Ensuring that business applications are managed in a way that considers risk, staff well-being, capacity, skills, technology and capability.

## Key relationships

**Internal**

|  |  |
| --- | --- |
| Who | Why |
| Manager | * Escalate issues, keep informed, advise, receive guidance and instructions
* Participate in meetings and discussions to share information and provide input and feedback
* Identify sensitive issues, risk & opportunities and recommend potential solutions
* Provide regular updates on key projects and priorities
 |
| Work team | * Support team members and work collaboratively to contribute to achieving business outcomes
* Participate in discussions and decisions regarding resolution of issues and implementation of innovation and best practice
* Represent work group perspective and share information
* Review work and proposals of team members
 |
| Customers / stakeholders | * Manage the flow of information, seek clarification and provide customer focused advice and responses to ensure prompt resolution of issues
* Articulate the needs and requirements of the service and collaborate with to negotiate solutions, provide expert customer focused advice and regular updates
* Address/respond to queries to provide advice where possible, or redirect to relevant party for review and resolution
 |

**External**

| Who | Why |
| --- | --- |
| Customers / stakeholders | * Respond and resolve queries, providing information and/or resources or redirect to the appropriate person or business unit if required
* Develop and maintain effective working relationships and open channels of communication to provide and obtain information, and ensure effective management and implementation of expectations and standards
* Engage with, consult, seek clarification and provide customer focused advice and responses to ensure the prompt resolution of issues
 |
| Industry professionals / Consultants(including state archives) | * Seek/maintain specialist knowledge/advice and collaborate on the implementation of organisation strategies, to keep abreast of best practice
* Collaborate with and seek/maintain specialist knowledge/advice
* Participate in forums, groups to represent the agency and share information
* Participate in discussions regarding innovation and best practice
 |
| Vendors / Service Providers | * Develop and maintain effective working relationships
* Monitor provision of service to ensure compliance with contracts and service arrangements
 |

## Role dimensions

### Decision making

* This role has autonomy and makes decisions that are under their direct control as directed by their manager. It refers decisions that require significant change to program outcomes or timeframes or are likely to escalate or require submission to a higher level of management to their manager.
* This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.
* This role submits reports, business cases and other forms of written advice with minimal input from the manager.

### Reporting line

The role reports to the Manager - Records Management.

### Direct reports

Up to 10 direct reports.

### Budget/Expenditure

TBA.

## **Key knowledge and experience**

* Demonstrated knowledge and understanding of the obligations and statutory responsibilities of the State Records Act (NSW) and the c (Records Management)
* Demonstrated extensive knowledge of records & archival management principles and practices.
* Demonstrated experience in the use and application of General and Functional Retention and Disposal Schedules.
* Demonstrated experience in use of EDRMS (preferably CM9) including archiving functions.
* Good investigative and research skills.
* Ability to exercise discretion and maintain a high level of confidentiality.
* Working knowledge of emerging Records and Information Management issues and technology.

## Essential requirements

* Tertiary qualifications in information management or other relevant field and/or equivalent knowledge and substantial experience in the IT and /or records management industry.

## Cyber Security

Cyber security forms an integral part of every employee’s role description and responsibilities. Individuals such as those with privileged access, application developers, risk owners, and system and application owners have additional responsibilities in securing the Department’s digital resources. As part of your role, you will be expected to undertake cyber security related activities to help contribute to the Department’s overall security posture.

## Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus** capabilities and **complementary** capabilities.

## Focus capabilities

| **Capability group/sets**  | **Capability name** | **Behavioural indicators**  | **Level**  |
| --- | --- | --- | --- |
|   | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values  | * Represent the organisation in an honest, ethical and professional way and encourage others to do so
* Act professionally and support a culture of integrity
* Identify and explain ethical issues and set an example for others to follow
* Ensure that others are aware of and understand the legislation and policy framework within which they operate
* Act to prevent and report misconduct and illegal and inappropriate behaviour
 | Adept  |
|   | **Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect  | * Present with credibility, engage diverse audiences and test levels of understanding
* Translate technical and complex information clearly and concisely for diverse audiences
* Create opportunities for others to contribute to discussion and debate
* Contribute to and promote information sharing across the organisation
* Manage complex communications that involve understanding and responding to multiple and divergent viewpoints
* Explore creative ways to engage diverse audiences and communicate information
* Adjust style and approach to optimise outcomes
* Write fluently and persuasively in plain English and in a range of styles and formats
 | Advanced  |
|   | **Think and Solve Problems** Think, analyse and consider the broader context to develop practical solutions  | * Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
* Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
* Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
* Seek contributions and ideas from people with diverse backgrounds and experience
* Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
* Identify and share business process improvements to enhance effectiveness
 | Adept  |
|   | **Technology** Understand and use available technologies to maximise efficiencies and effectiveness  | * Identify opportunities to use a broad range of technologies to collaborate
* Monitor compliance with cyber security and the use of technology policies
* Identify ways to maximise the value of available technology to achieve business strategies and outcomes
* Monitor compliance with the organisation’s records, information and knowledge management requirements
 | Adept  |
|   | **Manage and Develop People** Engage and motivate staff, and develop capability and potential in others  | * Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes
* Adjust performance development processes to meet the diverse abilities and needs of individuals and teams
* Develop work plans that consider capability, strengths and opportunities for development
* Be aware of the influences of bias when managing team members
* Seek feedback on own management capabilities and develop strategies to address any gaps
* Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way
* Monitor and report on team performance in line with established performance development frameworks
 | Adept  |

## Occupational Specific Focus Capabilities

| **Capability group/sets**  | **Capability name**  | **Behavioural indicators**  | **Level**  |
| --- | --- | --- | --- |
|   | Strategy and architecture / Strategy and planning / Information management (IRMG)  | * Ensures implementation of information and records management policies and standard practice.
* Communicates the benefits and value of information, both internal and external, that can be mined from business systems and elsewhere.
* Reviews new change proposals and provides specialist advice on information and records management. Assesses and manages information-related risks.
* Contributes to the development of policy, standards and procedures for compliance with relevant legislation.
 | Level 5  |
|   | Strategy and architecture / Governance, risk and compliance / Quality assurance (QUAS)  | * Plans, organises and conducts formal reviews and assessments of complex domains areas, cross-functional areas, and across the supply chain.
* Evaluates, appraises and identifies non-compliances with organisational standards and determines the underlying reasons for non-compliance.
* Prepares and reports on assessment findings and associated risks. Ensures that appropriate owners for corrective actions are identified. Identifies opportunities to improve organisational control mechanisms.
* Oversees the assurance activities of others, providing advice and expertise to support assurance activity.
 | Level 5  |
|   | Development and implementation / Data and analytics / Data management (DATM)  | * Devises and implements master data management processes for specific subsets of data.
* Assesses the integrity of data from multiple sources.
* Provides advice on the transformation of data from one format/medium to another. Maintains and implements information handling procedures.
* Enables the availability, integrity and searchability of information through the application of formal data and metadata structures and protection measures.
 | Level 4  |
|   | Delivery and operation / Technology management / Application support (ASUP)  | * Maintains application support processes, and checks that all requests for support are dealt with according to agreed procedures.
* Uses application management software and tools to investigate issues, collect performance statistics and create reports.
 | Level 4  |

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

| **Capability group/sets**  | **Capability name**  | **Description**  | **Level**  |
| --- | --- | --- | --- |
|   | Display Resilience and Courage  | Be open and honest, prepared to express your views, and willing to accept and commit to change  | Adept  |
|   | Manage Self  | Show drive and motivation, an ability to self-reflect and a commitment to learning  | Adept  |
|   | Value Diversity and Inclusion  | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives  | Adept  |
|   | Commit to Customer Service  | Provide customer-focused services in line with public sector and organisational objectives  | Intermediate  |
|   | Work Collaboratively  | Collaborate with others and value their contribution  | Intermediate  |
|   | Influence and Negotiate  | Gain consensus and commitment from others, and resolve issues and conflicts  | Adept  |
|   | Deliver Results  | Achieve results through the efficient use of resources and a commitment to quality outcomes  | Intermediate  |
|   | Plan and Prioritise  | Plan to achieve priority outcomes and respond flexibly to changing circumstances  | Adept  |
|   | Demonstrate Accountability  | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines  | Intermediate  |
|   | Finance  | Understand and apply financial processes to achieve value for money and minimise financial risk  | Intermediate  |
|   | Procurement and Contract Management  | Understand and apply procurement processes to ensure effective purchasing and contract performance  | Intermediate  |
|   | Project Management  | Understand and apply effective planning, coordination and control methods  | Intermediate  |
|   | Inspire Direction and Purpose  | Communicate goals, priorities and vision, and recognise achievements  | Adept  |
|   | Optimise Business Outcomes  | Manage people and resources effectively to achieve public value  | Intermediate  |
|   | Manage Reform and Change  | Support, promote and champion change, and assist others to engage with change  | Intermediate  |

## Occupational Specific Complimentary Capabilities

| **Capability group / sets** | **Capability name** | **Behavioural indicators** | **Level** |
| --- | --- | --- | --- |
| ICT Capability set | Requirements definition and management (REQM) | Managing requirements through the entire delivery and operational life cycle. | Level 4 |
| ICT Capability set | Systems integration and build (SINT) | Planning, implementing and controlling activities to synthesise system components to create operational systems, products or services. | Level 4 |
| ICT Capability set | Software design (SWDN) | Specifying and designing software to meet defined requirements by following agreed design standards and principles. | Level 3 |