



POSITION DESCRIPTION

COLLEGE ARCHIVIST

REPORTS TO	Principal
POSITION CLASSIFICATION	Education Support Officer Category B (works school terms only)
SALARY LEVEL	Level 4 (\$86,659 to \$98,708 pro rata, dependent on experience)
TENURE AND FTE	Ongoing Part Time (0.2FTE)
CONDITIONS	Employment is in accordance with the terms and conditions as outlined in the Catholic Education Multi-Enterprise Agreement (CEMEA) 2022 and any instrument which replaces it

OVERVIEW

St Columba's College Ltd is a Catholic secondary girls' school located in Essendon under the stewardship of Mary Aikenhead Ministries and conducted in the tradition of the Sisters of Charity.

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

All staff members of St Columba's College are expected to support Catholic education in the spirit of Mary Aikenhead as expressed in the College's Vision and Mission statements.

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

COMMITMENT TO CHILD SAFETY

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including Child Safe Standards. The College's Child Safety Code of Conduct is available on the College website. Every staff member will have a demonstrated understanding of the College's Child Safety Code of Conduct. Applicants should have the following qualities and capabilities:

- experience working with children
- a demonstrated understanding of child safety
- a demonstrated understanding of appropriate behaviours when engaging with children
- familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- be a suitable person to engage in child-related work.



POSITION SUMMARY

The College Archivist is responsible for the stewardship, preservation, organisation and development of the College's archival collections and historical records.

The College Archives are the official repository for records, documents and materials in any form generated by the College. These include student files, student reports, confidential student records, official College records, archival artefacts, alumnae records and historical materials associated with the College community.

The College Archivist ensures that archival materials are appropriately appraised, preserved, stored and accessible in accordance with College policies and records management requirements. The role also contributes to the preservation and sharing of the history and heritage of St Columba's College through research, displays, the Heart of Columba Heritage Centre and engagement with College alumnae.

KEY ACCOUNTABILITIES

Archival Records and Collections

- Develop, maintain and manage effective systems for the storage, organisation and retrieval of archival records, documents and artefacts.
- Select, appraise, sort, catalogue and file material provided to the College Archives.
- Ensure archival materials are appropriately preserved and stored.
- Maintain student master files and archival student records, including student reports and confidential student material.
- Create and maintain alumnae records and files when students exit the College.
- Support the appropriate electronic storage and preservation of student and archival materials in collaboration with relevant College staff.
- Manage and maintain the M Files alumnae records system.
- Monitor the condition and environmental requirements of archival storage areas and initiate necessary changes to protect the collection.

Policies and Records Management

- Implement and monitor the College Archives Policy.
- Ensure the College's Records and Retention Schedule is appropriately implemented.
- Support appropriate retention, transfer and disposal of records in accordance with College requirements.
- Ensure the management of archival records reflects appropriate confidentiality, security and stewardship of College resources.

Historical Research and Information

- Respond to requests for historical research and information relating to the College's history, students, staff and community.



- Facilitate appropriate access to archival material while maintaining confidentiality and records management requirements.
- Undertake research using the College Archives to support historical enquiries, College activities and heritage initiatives.
- Build knowledge and understanding of the College's history through the collection, documentation and preservation of historical material.

Heritage and Displays

- Curate and maintain the Heart of Columba Heritage Centre.
- Prepare and coordinate displays and exhibitions of historical student, College and community material.
- Identify opportunities to enhance the presentation and accessibility of the College's history and heritage.
- Appraise and preserve material accumulated through the College's activities and material donated by members of the College community and alumnae.
- Curate and preserve stories and historical contributions from College alumnae that enrich the College's archival records.

Alumnae and Community Engagement

- Act as a point of liaison for College alumnae regarding the donation of historical materials and family or historical enquiries.
- Develop and maintain appropriate relationships with alumnae in relation to archival collections and the preservation of College history.
- Assess and appropriately document materials offered for donation to the College Archives.
- Support initiatives that strengthen the connection between the College's history, its current community and its alumnae.

Other

- The College Archivist will, at times, be required to undertake other duties related to the role as directed by the Principal.

SELECTION CRITERIA

- Relevant experience or qualifications in archives, records management, history, heritage, library/information management or a related field.
- Demonstrated organisational and record management skills, including the ability to maintain accurate, orderly and accessible records and information.
- High level of attention to detail and accuracy, particularly when working with historical, student and confidential records.
- Ability to work independently and follow established policies, procedures and records management requirements, while seeking guidance when required.



- Effective communication and interpersonal skills, with the ability to respond appropriately to enquiries and build positive relationships with staff, students, alumnae and members of the College community.
- An interest in the history and heritage of St Columba's College, with the ability to contribute to the preservation, documentation and presentation of historical records, stories and artefacts.

RISK AND OCCUPATIONAL HEALTH AND SAFETY

All staff will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety)
- promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility.

TEAM MEMBERSHIP

- College Development Team
- Relevant College staff
- College Alumnae

OTHER REQUIREMENTS

- Flexibility to vary working hours to fulfil the requirements of the position
- Professional Business attire

AUTHORISED BY PRINCIPAL
SEPTEMBER 2026

