



GENAZZANO
FCJ COLLEGE

POSITION DESCRIPTION

Title: College Archivist

Reports to: Principal

Date: May 2021

Genazzano FCJ College is a high performing Catholic day and boarding school beginning with the Early Learning Centre (co-educational 3 and 4-year-old kindergarten) and girls only education from Preparatory to Year 12.

Reflecting the ideals and values of FCJ education, Genazzano FCJ College aims to promote the spiritual, moral and academic formation of its students. The Vision and Mission Statement describes the Genazzano graduate as a young woman with a passion for life, a love of learning and the courage and confidence to lead and serve others. It also identifies an excellent academic program, a quality religious education program, an intensive co-curriculum and an active engagement with issues of social justice as the means by which this vision can be achieved.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

POSITION PURPOSE

The College Archivist, is responsible for the management of the College's archival collection.

POSITION OBJECTIVES

The College is legally and ethically required to keep certain records of its activities and transactions. It is also desirable to keep records and items for their heritage value and their importance to the Genazzano FCJ community, particularly alumnae, and to honour the College's distinguished history as a leading girls' school.

Archives support an understanding of school life through the management and retention of its personal, corporate and social memory.

The Archivist is the person mainly responsible for collecting, storing, conserving and retrieving these records and objects. Access to the archival records and interpretation of historic material is provided predominantly to the Genazzano FCJ community and, as required, to the wider community.

The College Archivist also works closely with key stakeholders both internally and externally.

KEY RESPONSIBILITY AREAS

The duties relative to this position include:

Resourcing and Records Management

- Sourcing, collecting, documenting and storage of archival materials in keeping with professional standards and practices.
- Search and information retrieval for internal and external enquiries.
- Undertake archival research as required by the Principal other Genazzano FCJ stakeholders. Preservation and conservation of materials and liaison with conservation experts.
- Devise and ensure correct use of College Records Disposal Authority and updates.
- Communicate history and traditions of the College through displays, contributions to publications and presentations.
- Accurate management of database as required.

Consultation and Advice

- Assist the Development team with the provision of information and displays as appropriate.
- Co-ordinate Archivist volunteers in their duties.
- Formulate and administer Archival Budget in consultation with the Principal
- Provide records management advice, support and training in the management of records created by the College particularly those in areas of administration and governance as appropriate and required.
- Provide records management and conservation advice.

Stakeholder Management

- Actively develop relationships with members of the Genazzano FCJ community to encourage archival material to be donated and to promote the history and heritage of the College
- Work collaboratively with other College stakeholders to:
 - investigate and implement appropriate Digital Records Management systems
 - ensure that the digital records of the College are stored and managed in appropriate digital formats, taking into consideration evolving technology and related equipment.
 - liaise with alumnae, past parents and friends of the College to receipt archive materials and to respond to requests as appropriate.

ACCOUNTABILITY & EXTENT OF AUTHORITY

- The College Archivist is accountable to the Principal
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer
- The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the Principal

SKILLS AND EXPERIENCE REQUIRED

- Relevant tertiary qualification in Archives and Records Management
- Demonstrated knowledge of archives, museums and records management principles and practices
- Ability to effectively develop and manage programs and software to promote the College's archive collection
- Accuracy and attention to detail
- Good written and oral communication skills
- Ability to effectively implement a records retention and disposal program system
- Ability to work independently and as a member of a team
- Adherence to all College policies and demonstration of behaviours in accordance with the Child Safe Standards

Desirable Criteria (competencies, qualifications, knowledge and experience)

- Experience working in an educational environment
- Self-starter with high personal standards for work quality
- Membership of the Australian Society of Archivists

CONDITIONS OF EMPLOYMENT

- Employed in accordance with terms and conditions of Victorian Catholic Schools Multi-Enterprise Agreement 2018
- The incumbent will require a Working with Children Check and National Police Record Certificate