

Job Description

*The following corporate values and behaviours underpin the working environment at Campbelltown Council and assist us in delivering our vision:
Respect, Integrity, Teamwork, Leadership, Customer Focus*

1. **Job Title** **Local History Officer**
2. **Reports to** **Team Leader Library Technical Services**
3. **Classification Level** **Level 3**
4. **Department/Section** **Community Connections - Library Services**

5. Objectives

The Local History Officer will develop, curate, promote and maintain a library collection of historical value to the City of Campbelltown and its community. This position will support access and community connection to this local history collection, which includes providing a reference service for library customers and council staff accessing materials and information, as well as coordinating the digitisation of community history records and materials and making them accessible online. This role includes coordinating local history volunteers and the provision of library customer service.

6. Job Requirements

6.1 Skills/Knowledge

- Comprehensive knowledge of history and heritage collections and their role and value in the community
- Sound knowledge of the principles of historical conservation, preservation, archiving, cataloguing
- Sound knowledge of physical and digital preservation techniques
- Sound knowledge of Copyright Act as applied in libraries
- Well developed communication and presentation skills
- Sound planning and prioritising skills and meeting competing deadlines
- Ability to work as part of a team and independently
- Innovative thinking and a practical approach to problem solving
- Skills to negotiate and gain cooperation from others including staff, customers, external organisations and possible sponsors

6.2 Experience and/or Qualifications

Essential

- Experience organising local history and archival materials
- Experience in liaising with stakeholders
- Experience in working with community members and volunteers.

Desirable

- Previous relevant experience working in a library, archival or museum environment with a good understanding of public libraries generally
- Knowledge of conservation and preservation techniques
- Working with sponsors and contributors to collections.

7. Key Responsibilities

- Provide a professional and informative reference and research service for local history and genealogy enquiries
- Develop and maintain a collection development framework to provide relevance and usage of the Local History Collection
- Curate community history collection and preserve historically significant physical items and digitisation of resources to make them accessible through the library's online systems
- Manage the curation of Local History Photos and Oral Histories – including collecting, assessing, digitisation and cataloguing of items to professional library standards.
- Maintaining local history room to display materials of interest
- Encourage community connection with the local history collection including promotion, facilitating group visits, and working with relevant stakeholder groups.
- Provide supervision and guidance to local history volunteers
- Contribute to the provision of quality customer service in a library setting including circulation duties as required

8. Organisational Relationships

- Responsible to: Team Leader Library Technical Services
- Other Stakeholders: General Managers; Managers; other Council staff; Elected Members; consultants; government organisations; and members of the public.

9. Performance/Skill Standards

- Demonstrate commitment to organisational values at all times.

10. Special Conditions

Nil.

11. Work Health Safety

In relation to WHS (Work Health Safety), workers are responsible and accountable for:

- Taking reasonable care for one's own health and safety.
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the WHS Act.
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
- Complying with Council's WHS & Injury Management Program Policy and Procedures, which includes taking reasonable care to protect the health and safety of both themselves and others in the workplace.
- Participating in activities associated with the management of workplace health and safety including training.

- Identifying and reporting health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.
- Correctly using all appropriate equipment provided and adhering to instructions issued to protect the health and safety of the staff member and others in the workplace.

12. Council Policies, Procedures and relevant legislation

- Comply with Council's Risk Management Policy and Risk Management Framework to protect the interests of residents and the general public.
- Understand and comply with Council's policies and procedures at all times (including but not limited to Equal Employment Opportunity, Code of Conduct for Employees etc).
- The incumbent is responsible and accountable for adequately managing the official records he/she creates and received according to relevant legislation, policies and procedures.

13. Continuous Improvement Initiatives

- Commitment and contribution to Council's Continuous Improvement Initiatives.

15. Confidentiality Clause

Security and confidentiality is a matter of concern for all persons who have access to information systems. Each person accessing City of Campbelltown documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard.

- Respect the privacy and rules governing the use of any information accessible through the information management system or network and only utilise information necessary for the performance of my work duties.
- Respect the procedures established to manage the use of the information management and systems.
- Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through my job position.
- Not access, exhibit or divulge the contents of any records or report except to fulfill work duties.
- Not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or report, an inaccurate or misleading entry.
- Ensure that documents and resources accessed through the information management system containing sensitive and/or confidential employee information will only be disclosed to those authorised to receive it.
- Not release my logon or password to anyone else, or allow anyone else to access or alter information under my identity.
- Understand that all access to the system will be audited regularly.

Persons breaching this standard either during or after serving as an employee of the City of Campbelltown, may be subject to penalties, including disciplinary action and dismissal.

By signing this, I agree that I have read, understand and will comply with these requirements.

Name of Occupant: Date Appointed:

Occupant Signature:

Manager Name:..... Date:

Manager Signature: