



Archivist Position Description



Please email applications to ross.wheatland@ballarat.catholic.org.au

or post to:

Diocesan Business Manager
P.O. Box 576
Ballarat Vic 3353

Enquiries: 03 5337 7126



Position Description

Position Title:	Archivist
Reports to:	Diocesan Business Manager
Employment Status:	0.8 EFT (4 days per week)
Classification:	Diocesan Salary Scale G/4

ORGANISATION:

The Catholic Diocese of Ballarat is currently celebrating its 150th year. It is a diverse and geographically extensive Diocese and one of the 4 Victorian dioceses. It encompasses a large part of Western Victoria which stretches from Ballarat, North to the Murray River, West to the South Australian Border and South to the Southern Ocean.

PURPOSE OF POSITION:

The Catholic Diocese of Ballarat “The Diocese” requires an appropriately skilled individual to manage its extensive archives collection and take carriage of the historical engagement program across the Diocese. Which includes liaising with the Professional Standards team and other Diocesan leadership to identify and appropriately secure historical records and artifacts throughout the Diocese. There will be a requirement to travel regionally from time to time to engage with venues and artifacts of significance within the Diocese and promote the significance of the collection broadly.

GENERAL DUTIES:

- Manage the day-to-day operations of the Ballarat archives facility. Including responding to historical requests from internal and external sources.
- Ongoing development of policies and procedures to ensure historical records and artifacts are consistently managed and conserved.
- Upkeep and ongoing growth of the on-line cataloguing system.
- Conservation and maintenance of the existing collection, including artifacts.
- Management of the precinct masterplan and conservation master plan
- Professional engagement with both universities & researchers to maximise the community value in the collection.
- Ongoing engagement with relevant funding bodies through professional grant writing and applications that enhance and strengthen the collection value.
- Seek out regular opportunities to engage with the historical and broader community groups in the education of the collection value. Which will include public presentations promoting the archives.



- Provide oversight and guidance to volunteers and community groups requesting access to the collection.
- Maintain and develop regular channels of communication about historical activities including related networks, news articles and on-line channels.
- Provide executive officer support to the Ballarat Diocesan Historical Commission.
- Other duties necessary to develop and present the archives as a strong centre of excellence in its sector.

OTHER DUTIES

- Develop and maintain a system for the record-keeping and storage of all material associated with legislative, canon law and heritage requirements.
- Develop and maintain a system designed to facilitate retrieval of archival records and materials as and when the need arises.
- Source, collect, document and store archival materials in keeping with professional archival standards.
- Ensure the preservation and conservation of materials and liaise with conservation experts where necessary.
- Provide records management support for all records created by the Diocese, particularly those in areas of administration and governance.
- Maintain an archival database.
- Maintain a quality document system.
- Provide other clerical and administrative support as required.

QUALIFICATIONS, SKILL, AND EXPERIENCE:

- Ideally tertiary qualified in a related field.
- 5+ years' experience in an Archives or Conservation / Heritage Management role.
- Attention to detail essential.
- IT Literate, digital databases, in particular (ArchivEra).
- Advanced time management skills
- High level of communication skills – both written and verbal. And ability to engage professionally with multiple stakeholders including clergy and other agencies.
- Current Australian Drivers Licence
- An understanding of the Catholic Church and Catholic ethos would be an advantage.
- Ideally a background in the Not-for-Profit space
- Exposure to grant funding processes also an advantage



SAFETY OF CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

- As an employee of the Catholic Diocese of Ballarat you will hold the care, safety and wellbeing of children, young people, and adults at risk as a central and fundamental responsibility.
- As an employee of the diocese, you will have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and reported in line with our legal obligations, our moral obligations and church policies.
- Creating a child safe environment is a dynamic process that involves active participation and responsibility by all church stakeholders. It is marked by collaboration, vigilance and proactive approaches across policies, procedures, and practices.

WORKPLACE HEALTH & SAFETY

- Observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. 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 your workgroup.
- Comply with Diocesan occupational health and safety practices.
- Identify, report and where appropriate, action risks/hazards to eliminate or mitigate against the risk of recurring.
- Participate in the consultative processes provided by the organisation.

CRIMINAL SCREENING AND WORKING RIGHTS

Current National Police records check (within last 3 months)
Current Working with Children records check, and
Hold a valid Australian Working right.

POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed, and fully understand the content of this position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

Name _____

Signature _____

Date _____ \ _____ \ _____