

## Role Description

Role title:	Manager – Mater Archives and Heritage Centre
Level of accountability:	Manager
Service Stream/Department:	Mission
Manager role title:	Chief of Mission
EA or CLC:	CLC
Date created/Reviewed:	November 2019

## About the role

Mater Archives and Heritage Centre Manager appraises, documents, stores, maintains, preserves, and manages documents and other materials that have historical, cultural and social importance for Mater Misericordiae Ltd. A significant part of the role is related to preserving information and making it accessible to internal and external consumers, increasingly in digital format, to enhance the knowledge and appreciation of Mater's heritage internally and externally. The role demands preparedness to embrace new and emerging technological solutions to the challenges of preservation, communication and accessibility of valuable archives and heritage assets.

Mater Archives and Heritage Centre collects and preserves records, information and materials that tell the story of Mater (a Catholic healthcare ministry) from the foundation of the first Mater Hospital by the Sisters of Mercy in Brisbane in 1906, to the present day. These resources promote Mater's history internally and to the wider external community, enriching knowledge of, and an appreciation of the dedication of those who came before us.

The centre provides access through tours, displays, promotional activities, and a range of communication media that are increasingly digital to improve access.

Its collection encompasses Mater Health, Education, Research, Foundation, as well as elements of the Mater Convent life for Sisters who resided at Mater from its beginnings until November 2014.

Access to some records may be restricted due to the physical vulnerability of the materials or the private and confidential nature of the information they contain.

The collection includes:

- annual reports
- newsletters produced for Mater and the wider community
- photographs of employees, services, departments, celebrations, building works
- newspaper clippings
- commemorative items
- personal papers, work items, memoirs, diaries, speeches and scrapbooks from Mater employees, doctors, and Sisters of Mercy associated with Mater
- memorabilia
- architectural maps and plans
- healthcare instruments, equipment, furniture, and uniforms
- audiovisual material
- historical promotional material and advice for patients.

## Role Specific Expectations

### *Heritage and History Outcomes*

- Supports the evidence-based identification and prioritisation of improvements that ensure translation of research and evidence into practice in order to deliver contemporary cost effective, consistent, high-reliability outcomes

### *Service and Operational Outcomes*

- Actively partners with external stakeholders and consumers, as well as interprofessional colleagues, to determine service and operational objectives that provide an exceptional experience and outcomes, every time
- In collaboration with Mater Leaders and peers, maintains and strengthens strategic relationships with community, universities, professional bodies, commercial entities and government and non-government agencies to inform and enhance services
- Analyses business data to inform strategic decisions, respond to issues and trends, and maintains and reports on metrics aligned with the Mater's strategic and operational plans
- Recognises and addresses inefficiencies in service provision, and continuously improves business processes

### *Financial Outcomes*

- Actively manages divisional strategic and operational budget, resource assets and leave requirements/liabilities to deliver strong financial performance
- Contributes to strategic decision-making and identifies strategic and operational opportunities for improved financial outcomes

### *Compliance and Risk*

- Manages compliance and risk, in part by ensuring direct reports fulfil mandatory and professional competency requirements, that audits are completed in a timely fashion and endorsed recommendations implemented, and that risks assigned to the Mater Archives and Heritage Centre receive prompt and effective action
- Identifies, reports, responds to and rectifies workplace health and safety (WHS) concerns from within own reporting structure

### *Interprofessional Leadership*

- Sets a clear strategic direction over a 3-5 year period, constructs clear operational and action plans for work within a 1 year period and translates this into concrete performance and development objectives that align with the delivery of Mater's strategy
- Effectively represents, negotiates with and influences colleagues and peers to catalyse and embed change
- Effectively manages key relationships across peers and clients throughout Mater, across service streams and functions, and develops appropriate collaborations and partnerships with relevant external stakeholders
- Collaborates in the development of policies and practice as an advisor and support to Executives and leaders with service delivery responsibilities as well as other clinical and non-clinical support services
- Ensures development and succession plans are in place and actioned for own role and those of direct reports if applicable

### *Performance and Accountability*

- Ensures direct reports have clear tasks and accountabilities associated with their roles and that these are communicated and understood
- Guides, coaches and provides rapid, respectful, constructive feedback to direct reports in relation to their performance and behaviour
- Consistently and visibly applies the Mater Accountability framework to address inconsistencies in behaviour, practice or performance, including formal performance management of direct reports where required, in order to role-model and strengthen Mater's cultural focus on accountability and feedback

## About you

- Strong analytical, organisational, research, communication (verbal and written), and interpersonal skills.
- Demonstrated ability to work independently.
- Extensive experience and understanding of archival principles, processes and procedures, including that related to privacy, information access, evidence, and copyright.
- Records management, archives and heritage cultural collection management system experience.
- Skills in digital preservation systems and procedures.
- Experience with records appraisal, retention and disposal practices.
- Demonstrated ability to communicate the principles, value and meaning of archives to a range of audiences and stakeholders.
- Interest in Australian history, medical and healthcare history, museum history.
- Knowledge of key Australian historical resources.
- Tertiary qualifications in records management and archives, information studies/management, library science, history, arts (librarianship), or science, or equivalent.
- Subscribe to and actively participate in the activities, professional development opportunities, and codes of practice of professional associations such as the Australian Society of Archivists, and Museums Australia.