



**ARCHIVIST
ST VINCENT'S HOSPITAL SYDNEY
POSITION DESCRIPTION**

POSITION TITLE:	Archivist	
DEPARTMENT:	Mission & Inclusive Health	
AGREEMENT:	<i>The Named NSW (Non-Declared) Affiliated Health Organisations' Health Employees Agreement 2019</i> as amended or in force from time to time.	
CLASSIFICATION:	SVHNS Health Services Manager Grade 2	
CAPABILITY LEVEL:	Level 2	
REPORTS TO:	Executive Director Mission	
STATUS:	Maximum Term (30/11/2025)	Shift work required? No
HOURS:	16 hours per week	
EMPLOYMENT SCREENING		
NATIONAL CRIMINAL RECORD CHECK:	Yes	
WORKING WITH CHILDREN BACKGROUND CHECK:	No	
WORKING WITH AGED CARE CHECK:	No	
VACCINATION CATEGORY	Category B https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2022_030.pdf	
DIRECT REPORTS:	Nil	
KEY RELATIONSHIPS (INTERNAL):	<ul style="list-style-type: none">• Network Chief Executive• St Vincent's Curran Foundation Staff• Art Curator• SVHA Information & Corporate Records Manager	
KEY RELATIONSHIPS (EXTERNAL):	<ul style="list-style-type: none">• Researchers• Past Staff• Sisters of Charity and Congregational Archives• Australian Society of Archivists• Oral History Association of NSW• Records & Information Management Professional Australasia	
KEY RESPONSIBILITY:	<ul style="list-style-type: none">• Management of the archive collection• Provision of record keeping advice• Responding to internal and external requests for information available within the archive collection	

LOCATION:	Sydney (Darlinghurst) and at all such other locations that SVHS may reasonably require from time to time.
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POSITION PURPOSE

The Archivist is tasked with developing processes, system and tools required to ensure the archive/museum collections are identified and managed in line with the relevant legislation and industry standards. The Archivist will also provide high level customer advice and support in regards to sentencing, archiving and disposal of corporate records and assisting the Corporate Records Manager with the implementation of projects and compliance activities. Additionally, the Archivist will provide service to internal and external stakeholders by responding to queries and undertaking research, and managing archive systems and archive holdings as required.

ST VINCENT'S HEALTH AUSTRALIA: IDENTITY

Our organisational values are relevant to all positions. All employees are required to consistently demonstrate behaviours that support the Mission, Vision and Values of St Vincent's Health Australia and promote an ethical environment in accordance with the St Vincent's Health Australia Code of Conduct.

OUR MISSION

As a Catholic health and aged care service provider, our mission is to bring God's love to those in need through the healing ministry of Jesus. We are especially committed to people who are poor and vulnerable.

We draw on the talents of our people and collaborate with others who share our vision and values to continue the pioneering spirit of Mary Aikenhead and the Sisters of Charity. We are committed to providing compassionate and innovative care, enabling hope for those we serve.

OUR VISION

To lead transformation in health care inspired by the healing ministry of Jesus.

OUR VALUES

Our values, based on the Gospels, reflect the healing ministry of Jesus, and act as a point of reference for our decision making which is fundamental to our catholic identity. Our values provide direction as to the type of organisation we aspire to be and the kind of behaviours we regard as appropriate to help achieve our aspirations. Our values underpin all that we do and are demonstrated through our everyday actions, giving our mission and vision life.

Compassion: Caring for others with an openness that affirms life and healing

Justice: Acting with courage and fairness in pursuit of what is right and just

Integrity: Ensuring our actions and decisions are grounded in our values, reflecting both honesty and authenticity

Excellence: Demonstrating a passionate commitment to continuous improvement and innovation

OUR CARE

Our Care is:

- Provided in an environment underpinned by our mission and values
 - Holistic and centred on the needs of each patient and resident
 - High quality, safe, and continuously improved to ensure best practice
 - Innovative and informed by current research using contemporary techniques and technology
 - Delivered by a team of dedicated, appropriately qualified people who are supported in a continuing development of their skills and knowledge
 - Committed to a respect for life in accordance with the Gospels
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MISSION AND CATHOLIC IDENTITY

- Promote the mission, vision and values of St Vincent's Health Australia, the St Vincent's Health Australia Code of Conduct, and ensure these principles are effectively integrated in all areas of responsibility
- Actively contribute to the development of a positive organisational culture, aligned to the mission and values of St Vincent's Health Australia.
- Participate in information programs to ensure a clear understanding of the ministry and how the changing needs and environment of the Healthcare sector may impact on the delivery of the St Vincent's Health Australia Mission.

POSITION DUTIES

- Provide reference services and assistance for users needing archival materials
- Participate in activities that enhance the understanding of the history of the facilities and the mission of the Sisters of Charity, including exhibitions, displays, lectures, tours, and publications
- Manage and document the museum collection in line with principles of museum management and conservation requirements
- Identify, document, and monitor dispersed heritage collections in the facilities and advise on preservation
- Register and maintain indexes and catalogues of items in the St Vincent's Health Network Sydney campus Archives' in SVHA Electronic Document Management System for easy identification, retrieval and tracking purposes
- Ensure the archival/museum collections are stored and managed in an efficient and effective manner to reduce the storage costs, as well as facilitate better management of the collections
- Undertake research in response to enquiries or to enhance the context and understanding of the records
- Undertake archiving of current hardcopy records of continuing value and assist with the management of onsite and offsite records storage facilities
- With Corporate Records Manager, plan and supervise projects to enhance access to archival records and ensure their long term preservation, including migration of formats, microfilming, digitisation, and electronic access
- Assist in sentencing and culling projects as required

COMPLIANCE

- Ensure compliance with NSW *State Records Act 1998*, where applicable.
- Ensure compliance across all relevant standards of accreditation and legislative requirements within areas of responsibility or as delegated by the CEO, St Vincent's Health Network Sydney.
- Ensure facilities operate at all times in compliance with the Catholic Health Australia Code of Ethical Standards for Catholic Health and Aged Care Services in Australia and relevant legislation.
- Ensure compliance with relevant legislation, standards and industrial instruments.
- Operate within the delegated responsibilities and authorities as set by St Vincent's Health Australia
- Ensure relevant personal qualification, registrations and memberships are maintained at the required level.
- Ensure that employees are compliant with mandatory training requirements.
- Current immunity status that complies with the NSW Health Policy Directive 'Occupational Assessment, Screening & Vaccination against Specified Infectious Diseases' (PD2022_030) as amended, is in force or introduced from time to time.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers must cooperate with efforts to provide a safe and healthy workplace:

- Take reasonable care of own health and safety and that of others
- Comply with policies, procedures, safe work practices and reasonable instruction designed to keep people healthy and safe.
- Participate in training related to safety and emergency preparation and become familiar with the policies and procedures. Ask for assistance if unsure.
- Take immediate action, where safe to do so, to rectify any unsafe situations or acts
- Report all hazards, incidents and injuries
- Engage in consultation and participate in activities to identify, assess and control hazards

- Use Personal Protective Equipment (PPE) in accordance with information, training or reasonable instruction

Reference: SVHNS WHS Responsibilities & Accountabilities Procedure

INCUMBENT CAPABILITY REQUIREMENTS

The incumbent shall possess and demonstrate the following core capabilities:

CAPABILITY		DEMONSTRATED BEHAVIOUR
PERSONAL	Personal Effectiveness	Plans & Organises – Takes responsibility for accurate, timely work results
	Learning Agility	Adaptability – Identifies personal development needs and seeks information from a range of sources
OUTCOMES	Patient/ Resident Centered	Patient Focused – Strives to meet and exceed expectations, demonstrating sound judgement
	Innovation and Improvement	Identifies Issues – Contributes to improvement by reviewing strengths and weaknesses of current processes
STRATEGY	Driving Results	Delivers Results – Manages own work load to deliver results
	Organisational Acumen	Understands Interdependencies – Understands the interdependencies between departments
PEOPLE	Working With and Managing Others	Monitors Others – Takes responsibility for ensuring productive, efficient teamwork
	Collaboration	Collaborates – Works collaboratively within and outside the team

Reference: SVHA Group Core Capability Framework

SELECTION CRITERIA

1. Personal integrity and demonstrated commitment to the Philosophy, Mission and Values of Mary Aikenhead Ministries and St Vincent’s Health Australia.
2. Eligible for professional membership of the Australian Society of Archivists
3. Good documentation and reporting skills
4. Understanding of Archival principals
5. Understanding of conservation requirements for permanent storage of hardcopy documents
6. Understanding of conservation requirements for museum collections
7. Knowledge of archiving, storage and retrieval processes, including culling and sentencing of records
8. Knowledge and experience in developing Functional Disposal Authorities and in using electronic document and records management systems; standards and processes

EMPLOYEE DECLARATION

I have read this position description, I understand the position requirements and position demands checklist and agree that I can fulfill these requirements to the standards outlined. I am not aware of any reason, which might interfere with my ability to perform the inherent position requirements and position demands of this position.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Manager’s Name	Department	Date