



## **GOLDFIELDS LIBRARIES**

### **POSITION DESCRIPTION**

**POSITION TITLE:** Bendigo Regional Archives Centre – Archives Coordinator

**CLASSIFICATION:** Band 5

**TENURE:** Ongoing

Note: It will be required that a Working with Children Check be provided prior to commencement in this position.

#### **About the Goldfields Libraries and Bendigo Regional Archives Centre**

Goldfields Libraries services the Council areas of Greater Bendigo, Mount Alexander, Macedon Ranges and Loddon. We serve a population of almost 180,000 people with the eLibrary, nine library branches, and eight library agencies.

The Bendigo Regional Archives Centre (BRAC) is a partnership between Public Record Office Victoria (PROV), City of Greater Bendigo (CoGB) and the Goldfields Libraries to provide a combined regional archives service for the region.

The BRAC vision is:

- Collecting and sharing our history

The BRAC mission is to:

- Preserve our community's records in their place of origin.
- Provide access to our community's records and encourage their use.
- Strengthen our work through partnerships and relationships

#### **POSITION SUMMARY**

This role leads and manages the Bendigo Regional Archives Centre, liaises with key partners (PROV and CoGB), and participates in strategic planning activities. The role takes a strategic view of operations and identifies continuous improvement opportunities.

#### **POSITION RESPONSIBILITIES**

The role is responsible for implementation of the BRAC Strategic Plan, supervising the Archives Officer and supporting the BRAC's key objective to ensure that community records and permanent public records are accessible to the public.

The role will:

- Create a short and long-term plan for the BRAC community acquisitions program
- Develop a plan to enhance the online presence of BRAC by exploring the use of new technologies and online platforms so that the Centre can better engage with researchers, clients and the public.
- Develop criteria to guide the prioritisation of digitisation projects.
- Develop criteria to assess the suitability of projects for volunteers (nature of work, funding required, management resources, project timeline)
- Develop a communications and marketing plan to communicate the services provided by BRAC, encourage the transfer of government and non-government records, and inform stakeholders of significant changes.
- Develop and establish a program of public outreach that connects with the community and promotes the collection. This program will include projects and activities that utilise BRAC's collection to tell the history of the region. Activities may include research seminars, guest speakers, training for researchers, exhibition and display and showcasing of records and stories through the BRAC website.
- Ensure Hargreaves and Nolan Street sites comply with PROV standards for storage of permanent records

The responsibilities of the role are to:

- Provide efficient and effective research, archival and information services to BRAC customers including the retrieval, issuing and return of records in accordance with BRAC’s policy, procedures, and business rules.
- Undertake archive and record management activities including digitising, indexing, listing, data entry, conservation tasks and other associated duties.
- Support the evaluation and processing of community records for preservation.
- Ensure compliance with copy restrictions, and copyright permissions.
- Undertake reporting requirements including collating statistics, contributing to reports, newsletters and other communications and marketing material.
- Oversee day-to-day projects of BRAC Archives Officer and volunteers.

General and customer service duties:

- Provide courteous, effective and consistent service to all customers based on knowledge of the BRAC archive, technology and programs.
- Provide assistance and advice to customers in locating and obtaining records, referring to specialist staff or alternative sources of information when necessary
- Be a role model in the BRAC Reading Room in how you handle records and interact with other staff, volunteers and customers.
- Undertake promotional activities and displays
- Actively contribute to a positive team environment by participating in planning, staff meetings and attendance at training.
- Ensure the reading room and repositories are neat and tidy, and provide a welcoming environment for customers and staff.
- Work in alignment with the Goldfields Libraries values and organisational goals
- Abide by all Goldfields Libraries policies and procedures
- Participate in the annual work planning and review process
- Participate in professional development activities related to the role
- Be a valued member and contributor to the greater Goldfields Libraries team

**REPORTING LINE**

Reports to: Manager People and Development  
 Direct reports: Archives Officer  
 Collaborative Relationships: Volunteers, Bendigo Library Staff

**PHYSICAL REQUIREMENTS OF THE ROLE** The physical requirements of the position are outlined below:

Physical Demands (Movement)	Never (0%)	Occasionally (1-33%)	Often (34-66%)	Constantly (67-100%)
Stand			✓	
Walk			✓	
Change Posture (e.g. change from sitting to standing)			✓	
Use stairs		✓		
Bend or Twist the Back			✓	
Movement of Neck			✓	
Climb (e.g. ladders)		✓		
Crawling		✓		
Kneeling or Squatting		✓		
Handling or Feeling Objects			✓	
Repetitive Movements of the Hands/Arms		✓		

<b>Physical Demands (Strength)</b>	<b>Never (0%)</b>	<b>Occasionally (1-33%)</b>	<b>Often (34-66%)</b>	<b>Constantly (67-100%)</b>
Lift from Floor Height: usually 7kg but up to 11kg			✓	
Lift from Waist Height: usually 7kg but up to 11kg			✓	
Lift above Shoulder Height: usually 1kg but up to 5kg			✓	
Carry Loads: usually 7kg but up to 11kg			✓	
Push/Pull Loads: usually 21kg but up to 33kg			✓	
Lift/Carry Awkward Sized Loads			✓	
Reach for Objects		✓		
Work with Arms Above Shoulder Height		✓		
<b>Physical Demands (Vision)</b>	<b>Never (0%)</b>	<b>Occasionally (1-33%)</b>	<b>Often (34-66%)</b>	<b>Constantly (67-100%)</b>
Computer / Visual Display Unit Use (including typing duties)				✓
Reading				✓
<b>Physical Demands (Auditory)</b>	<b>Never (0%)</b>	<b>Occasionally (1-33%)</b>	<b>Often (34-66%)</b>	<b>Constantly (67-100%)</b>
Speak				✓
Listen				✓
Use of Telephone		✓		
<b>Equipment Use</b>	<b>Never (0%)</b>	<b>Occasionally (1-33%)</b>	<b>Often (34-66%)</b>	<b>Constantly (67-100%)</b>
Drive Standard Vehicle (Cars/Van)		✓		
Use of Office Equipment (Computer, Projector, Telephone)				✓

**OCCUPATIONAL HEALTH AND SAFETY** Goldfields Libraries is committed to providing a safe and healthy environment for its employees, contractors, clients and the public. We are dedicated to continually improving health and safety performance with an overall objective to eliminate or reduce risk. All employees are expected to work within OH&S policies and procedures, report incidents and hazards and participate in professional development and training.

**RISK MANAGEMENT** The Goldfields Libraries has a whole-of-organisation approach to risk planning and management. All staff must adhere to the Goldfields Libraries's Risk Management Policy and Framework and take responsibility for identifying, managing and reducing risks. All staff must report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim.

**EQUAL OPPORTUNITY** Goldfields Libraries values the diversity of our community, patrons, staff and volunteers. We actively seek to provide services that are accessible and inclusive. Goldfields Libraries does not tolerate any form of discrimination, sexual harassment or victimisation. Goldfields Libraries commitment to Equal Opportunity is outlined in our Code of Conduct.

**CHILD SAFE ORGANISATION** The Goldfields Libraries is a child safe organisation and is committed to the implementation in 2018 of the seven Child Safe Standards required under the Child Safety and Wellbeing Act. The safety, participation and empowerment of all children is embedded in our policies and work practices. The Goldfields Libraries has a zero-tolerance approach to child abuse.

**AWARD CLASSIFICATION** This Position Description has been classified in accordance with Goldfields Libraries Enterprise Agreement, including Part B of that agreement, the (former) Victorian Local Authorities Award 2001.

#### Accountability and Extent of Authority

- Coordinators undertake the supervision of their employees as well as the resources within their branch.
- Coordinators work within their allocated budgets and resources, and act according to the objectives, policies and procedures of the organisation.
- Coordinators provide support to senior employees, and provide regular reports on objectives, work plans and branch plans.
- Coordinators are responsible for ensuring the provision of information services and library services to our community.

#### Judgement and Decision Making

- Coordinators use their professional and technical knowledge and experience alongside organisation policies and guidelines to solve complex problems, referring for guidance to more senior employees when needed.

#### Specialist Knowledge and Skills

- Coordinators will have a thorough understanding of the relevant technology, and operational procedures and processes used within the organisation.
- Employees in these positions support senior employees by understanding the long terms goals of their team, their branch, and of the wider organisation.

#### Management Skills

- Coordinators will have excellent skills in managing time, setting priorities and planning and organising their own work, as well as that of other employees within their team with whom they conduct work planning.
- Coordinators achieve specific objectives with efficiency, punctuality, and within the resources available.
- Coordinators have a thorough understanding of the Corporation's Human Resources policies, OH&S policies, and professional development guidelines, to ensure effective management of the their team of staff.

#### Interpersonal Skills

- Coordinators supervise staff within their team, including rostering, leave management, and work planning.
- Coordinators gain cooperation and assistance from clients, members of the public and other employees in the administration of well-defined activities, and are able to write reports and correspondence about these activities.

#### Qualifications and Experience

- Coordinators require skills and knowledge beyond those normally acquired through secondary education. A completion of a degree or diploma with little experience, or a lesser tertiary certificate or qualification with extensive experience, are expected for these positions.
- Current Driver's licence.

**KEY SELECTION CRITERIA**

- Ability to represent BRAC in the community and within professional environments and to advocate for and promote its role in the community.
- Knowledge, awareness and understanding of local history and community interests and organisations.
- Experience in managing or working in an archival collection in a controlled environment.
- Demonstrates a high level of digital literacy including social media, writing for the web, website management, and the digitisation of records.
- Ability to provide guidance and advice to staff, and work effectively with staff across the organisation.
- Demonstrated experience and ability to achieve objectives within a timetable and to perform required tasks on time.

I have read the Position Description and I understand and agree to all requirements within:

**Name of Incumbent:**

**Signature:**

**Date:**

This position has been approved by:

**Name of Approver:**

**Signature:**

**Date:**

Goldfields Libraries – Organisational Chart – February 2018

