



## Position Description – Senior Archivist

### Position Details

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<b>Position Title:</b>	Senior Archivist
<b>College/Portfolio:</b>	Education Portfolio
<b>School/Group:</b>	RMIT University Library
<b>Campus Location:</b>	Based at the Bundoora West campus, however may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 7
<b>Employment Type:</b>	Continuing
<b>Time Fraction:</b>	1.0

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

## **Why work at RMIT University**

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Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

## **Education Portfolio**

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The Education Portfolio is headed by the Deputy Vice-Chancellor Education and Vice President who leads the planning and implementation of the University's strategies related to RMIT's academic programs and the RMIT student experience. The Portfolio is responsible for services to support the quality of RMIT programs, including the professional development of academic staff, continuous improvement of the student experience, learning and teaching outcomes and the management of learning and research information sources.

The Education Portfolio plays a key role in empowering students to access education, participate actively in the life of the University and achieve successful and fulfilling lives beyond graduation. The provision of a stimulating and satisfying experience for students is a priority for the University.

## **RMIT University Library**

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RMIT University Library is a creative partner in the achievement of RMIT University's teaching, learning and research goals. It engages with other groups within the University to design initiatives that have a positive impact on the student experience including the provision of direct support, advice and guidance for students' academic skill development. It provides resources, services and facilities to support the information needs of RMIT's large and globally distributed student and staff population and supplies expertise for the management of the University's archives and business information.

In order to support the goals and operations of the University the Library is arranged into 4 main functional areas: Learning; Teaching and Research; Collections and Quality and Engagement. The RMIT Library increasingly delivers collections and services online to maximise access by the RMIT user population.

At RMIT Melbourne, the University Library operates from 4 different locations: the Swanston Library; the Bundoora Library; the Carlton Library and Brunswick Library. At RMIT Vietnam, the Library supports the 6,000 students from 2 locations: Ho Chi Minh City and Hanoi. They provide flexible, networked spaces for individual and group study, computer equipped group study rooms and seminar rooms for academic and library research skills training.

[www.rmit.edu.au/library](http://www.rmit.edu.au/library)

## **Position Summary**

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The Senior Archivist, Collection Management works as part of the team at RMIT University Archives and manages the delivery of a range of services in support of legislative requirements, internal policies, and RMIT's cultural and historical legacy. Under the general direction of the Senior Coordinator the Senior Archivist is responsible for overseeing donations and transfers of records to RMIT University Archives, and for coordinating the Annual Disposal program. The incumbent also provides records management advice and reference and research services for members of the University community and external researchers.

## **Reporting Line**

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Reports to: Senior Coordinator, Archives

Direct reports: N/A

## Organisational Accountabilities

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

## Key Accountabilities

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- Manage transfers and donations of records to Archives, including liaising with and advising University staff and external donors on compliance requirements and processes.
- Coordinate the Annual Disposal program of time expired records and ad hoc disposals in accordance with PROV and RMIT requirements.
- Appraise, accession, arrange and describe records, and create finding aids according to established standards and practices for archival management.
- Data manipulation and management: This involves organizing, classifying, and examining data findings, data wrangling and cleaning.
- Manage locations of records in digital and physical spaces, and co-ordinate the movement of records to and from the Archives facility in Bundoora and commercial off-site storage.
- Contribute expert knowledge, advice and training to colleagues and stakeholders.
- Develop and maintain procedures and workflows at Archives and advise RMIT on policy and strategic initiatives related to the archives team functions.
- Respond to requests for records from RMIT staff, students and alumni, and external researchers including Freedom of Information (FOI) requests and legal subpoenas.
- Manage archival projects that meet team goals including initiatives that further RMITs IDEA Framework and Responsible Practice – develop the projects, monitor and report on progress. This might involve supervising students or cross-unit staff.
- Represent RMIT University at sector meetings, conferences, special interest groups and communities of practice to share knowledge and stay informed of emerging practices in archives and digital preservation.

## Key Selection Criteria

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1. High degree of technical skills and archival systems knowledge, and strong skills in manipulating and managing data.
2. Excellent understanding of current and emerging practices in archives, digitisation and digital preservation.
3. Demonstrated record of innovation and commitment to continuous improvement.
4. Strong problem-solving skills, including critical analysis and evaluation.
5. Proven record of adopting a flexible approach to work and adapting to a constantly changing work environment.
6. Excellent interpersonal and communications skills including the ability to liaise with a diverse range of stakeholders.
7. Demonstrated ability to work collaboratively and lead through positive influence.
8. Project management skills and experience.

## Qualifications

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Post graduate qualification in Archives and Information Studies and extensive experience or equivalent combination of relevant experience and/or education/training.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT