



## Job Description : Information Services Coordinator (Preservation)

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<b>POSITION TITLE:</b>	Information Services Coordinator (Preservation)
<b>POSITION NUMBER:</b>	IS003
<b>CLASSIFICATION LEVEL:</b>	SO C
<b>POSITION LOCATION:</b>	27 Stuart Highway, Alice Springs
<b>RESPONSIBLE TO:</b>	Manager Information Services
<b>LAST REVIEWED:</b>	February 2023

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### KEY FUNCTIONS

Information Services' objectives are to support organisational goals by managing, preserving and providing continuing access to CLC's business information and cultural heritage assets and resources. Further, to optimise the use and value of information assets and resources by building the information literacy skills of staff. The section is accountable for the provision of collection preservation, storage and access services. CLC records consist of paper-based files, audiovisual and digital records, bound volumes, photographs, maps and other objects and formats.

*The Information Services Coordinator (Preservation) is responsible for ensuring the preservation of records and archival collections. This includes collection management, support for storage and access (digital and physical), disaster preparedness activities, policies and procedures, and records appraisal, disposal and transfers. This position provides advice and support in the implementation of records, information and archival management practices across the organisation and coordinates and undertakes day to day priority records and archiving tasks as required.*

### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Supervise, plan and coordinate the performance of specified staff in accordance with the CLC organisational objectives. Including responsibility for:
  - Recruitment
  - Managing staff performances and coordination of day-to-day tasks relating to digitisation and preservation projects and activities.
  - Learning and development
  - Work Health and Safety
2. Preserve records in all formats with digital preservation, digital storage and access as priorities.
3. Ensure records of permanent value, irrespective of their format, are captured, described, stored and available for use.
4. Develop procedures and practices for archival access, preservation and collection management.
5. Assist staff and consultants in locating required information resources and archival material.
6. Provide appropriate access to CLC records, archives and data collections in accordance with established access restrictions, permissions and security, including cultural protocols.
7. Appraise and sentence hardcopy and electronic records, and support the implementation of records disposal and archive transfer processes.
8. Assist with the maintenance and ongoing development of appropriate classifications and taxonomies for CLC business and electronic document management systems and databases.
9. Provide advice and support in the implementation of effective records, information and archival management practices across the organisation.
10. Support the Information Governance and Records Management functions by participating in the implementation and maintaining the Information Management Framework.

11. Develop and maintain constructive and effective working relationships with internal and external stakeholders.
12. Knowledge of Indigenous societies and cultures and issues affecting Indigenous peoples in contemporary Australian society, including the CLC regions.
13. Understand and follow Workplace Health & Safety (WH&S), risk management, EEO, diversity and inclusivity principles.
14. Other duties that are safe, legal and logical while being within the limits of the employee's skills, competences and training consistent with the classification level.

## **MONITORING AND COMPLIANCE REQUIREMENTS**

- Aboriginal Land Rights (NT) Act 1976
- Anti-Discrimination and Privacy Legislation
- Archives Act 1983
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Policies and Procedures
- CLC Risk Management Plan
- Copyright Act 1968
- Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act)
- Crimes Act 1914
- Electronic Transactions Act 1999
- Evidence Act 1995
- Freedom of Information Act 1982
- Industrial Relations Legislation
- Native Title Act 1993
- Northern Territory Aboriginal Sacred Sites Act
- Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- Relevant Australian and International Standards
- Work Health & Safety Act (Cth) 2011
- Workers Compensation Legislation

## **WORKING RELATIONSHIPS**

- Reports to and receives direction from Manager Information Services.
- Supervises identified team members.
- Maintains effective working relationships within the Information Services team.
- Staff of the CLC to provide assistance with digitisation and preservation activities pertaining to Information Services responsibilities.
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions.

## **EXTENT OF AUTHORITY**

- Financial authorisation as per the CLC Purchasing and Procurement Policy

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## SELECTION CRITERIA

### ESSENTIAL

1. Qualifications in Records and Archives Management, Knowledge Management, Record Keeping, Information Management. Or qualifications in a related field enabling membership to professional associations, e.g. Records and Information Management Professionals Australasia and/or the Australian Society of Archivists.
2. Minimum 2 years of working experience in record keeping or archives, ideally with archives or cultural collection management experience, i.e. collection preservation, digitisation; an understanding of content description, preventative conservation and other archival procedures and standards.
3. Knowledge and experience in implementing standards issued by Commonwealth, State or Territory archives bodies or authorities. Demonstrated understanding of regulatory framework and industry best practices in relation to archives management.
4. Thorough knowledge of and recent experience with records appraisal, retention and disposal practices and theory, including an understanding of the relationship between records and archives functions.
5. Demonstrated experience in establishing and leading archiving programs, including setting clearly defined objectives, and identifying processes, tasks and resources required to achieve goals.
6. Demonstrated ability to set priorities and monitor workflows aligned with relevant policies systems and procedures within own area of responsibility.
7. Experience in supervising, mentoring and supporting staff members, plus budgetary management and reporting.
8. Demonstrated knowledge and skills in using information technology applications and system relevant to this role, such as electronic or archives management systems, digital archival storage solutions, and general office applications e.g. email, word processing, spreadsheets).
9. Demonstrated ability to communicate effectively in a variety of formats and adapt key messages to different audiences, particularly Indigenous People.
10. Self-motivation with excellent time management skills, attention to detail, team player as well as exceptional customer service skills.
11. Knowledge of WH&S, Risk Management, EEO, diversity & inclusivity principles.
12. A current NT driver's licence.
13. Must hold (or be capable of holding and applying for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

### DESIRABLE

1. An awareness and understanding of the work of the Central Land Council.
2. Commonwealth government recordkeeping knowledge and experience.
3. Cross cultural working experience.

*APPROVED COPY:*

*APPROVAL DATE:*