

ROLE DESCRIPTION

College Archivist

POSITION	College Archivist
RESPONSIBLE TO	Director of Development and Community Relations
EMPLOYMENT TERMS	<ul style="list-style-type: none"> • Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018) • Remuneration is in accordance with the VCEMEA 2018 and dependent on skills and experience
PREPARED BY	Principal Director of Development and Community Relations
ISSUE: 03	DATE: September 2022

All staff members of Siena College are expected to support and promote the College's mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

The primary role of the College archivist is to ensure that the heritage of the College is collected, preserved, documented and exhibited in the College's Heritage Centre. The maintenance of user friendly, accurate and up to date information systems for easily accessing archival records is essential for this role. As some of the material is sensitive in nature and may be used for legal matters the Archivist will need to exhibit a personal commitment to the mission and vision of Siena College and work within the confines of Commonwealth Privacy legislation.

As the heritage of the College is inextricably linked with its image and vision, the archivist will support public relations and curricular activities as well as provide support and services to the Siena College Alumnae Association and the Development Office.

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1. Duties

- a. Collect and conserve archival materials
- b. Develop protocols to help monitor the accuracy of information recorded in the College archives
- c. Maintain an accurate database of all materials included in the historical collection of the College including rolls, records, photos, artefacts and other items of historical significance
- d. Protect the integrity and confidentiality of the archival holdings
- e. Digitally archive the collection in such a way that originals can be preserved
- f. Peruse the media to note any material which refers to the College and its present and past staff and students
- g. In collaboration with the Alumnae Coordinator source content for the Alumnae Facebook page and the Alumnae networking platform *Siena Global Connect* ensuring all information is accurate
- h. Develop programs to share the history and heritage of Siena College with new students and staff
- i. Share the Siena story with the school community in collaboration with Dominican sisters and other staff
- j. Actively set out to acquire memorabilia of the school e.g. uniforms, badges
- k. Prepare an ongoing chronology of all school activities
- l. Create an awareness of the College archives and rich history via regular articles in the College publications
- m. Promote the collection amongst groups including Sisters, ex-students; ex-staff
- n. Provide reference and research services and disseminating of information from the material contained in the collection
- o. Create and manage archive displays throughout the College in consultation with the Principal and Director of Development
- p. Collect, conserve and display material that recognises and acknowledges past students and their involvement in the College
- q. Regularly check works in the College collection to ensure they remain in a presentable state and that any maintenance work is conducted as required
- r. Liase with the Maintenance Manager to ensure an appropriate cleaning schedule is in place for all items within the collection
- s. Develop systems and protocols to ensure the long term preservation of historical material, including a contingency plan to ensure key records are not lost in the event of a major fire or theft.
- t. Make sure that digital copies of selected photographs taken within the school

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- community and stored on the public drive are available on the archives drive
- u. Prepare correspondence and reports as required
- v. Manage and scan past student records currently housed offsite and save to their Synergetic profile
- w. Supervise and train staff and volunteers
- x. Attend school archive meetings run by the Australian Society of Archivists
- y. Establish and maintain contact with the Dominican archivists, relevant Church archivists, and other professional archivist associations
- z. Develop a records retention and disposal policy
- aa. Develop a procedure for the annual archiving of student files and Board and Committee agenda and minutes
- bb. Keep up to date with Government regulations and the current CEM policy for archive management
- cc. All other duties as directed by the Principal and Director of Development and Community Relations

2. General Accountabilities for all Staff

- a. Demonstrate duty of care to students in relation to their physical and mental wellbeing
- b. Be well informed and comply with the college's obligations in relation to child safe standards and processes for reporting suspected abuse
- c. Adhere to the college's professional dress code for staff
- d. Attend all relevant staff meetings, assemblies, college masses, community days and staff professional learning days
- e. Demonstrate professional and collegial relationships with colleagues
- f. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning
- g. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- h. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- i. Be familiar with and comply with all College policies and procedures

3. Professional Development and Memberships

- a. Undertake professional development as required as directed by Director of Development and Community Relations
- b. Be a member of Educate Plus



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4. Personal Requirements/Competencies

- a. Be a competent Synergetic Database user
- b. Be a competent user of Siena Global Connect
- c. Strong attention to detail particularly around grammar and sentence structure with outstanding proof reading and editing skills
- d. Adaptable and flexible worth ethic with a good understanding of the complex and evolving nature of schools
- e. Excellent IT skills including data analysis and proficient use of Microsoft office suite and its applications