



NATIONAL TRUST OF AUSTRALIA (NSW) POSITION DESCRIPTION

Role:	Manager Archives and Library Services
Department:	Conservation
Primary Location:	National Trust Centre (NTC) Observatory Hill, Millers Point, Sydney
Reporting Manager:	Director Conservation
Direct Reports:	Nil
Hours of work:	35 per week
Salary Package:	\$88,000

Organisation Overview

The National Trust of Australia (New South Wales) is the State's largest community based conservation organisation. It operates a number of important museums and historic properties while also looking after a large collection of objects and archaeological artefacts.

The Trust is established and its role defined by the *National Trust of Australia (New South Wales) Act 1990*.

The Trust is committed to providing educational and cultural services that will enhance public knowledge and enjoyment of these resources.

Vision: To be trusted as a leading guardian of Australia's built, cultural and natural heritage, and defender of our sense of place and belonging in a changing world.

Mission: **Advocate** for the conservation of our built, cultural and natural heritage by engaging with the community and government.

Conserve and protect our built, cultural and natural heritage by example, advice and support.

Educate and engage the community by telling our stories in ways that awaken a sense of place and belonging.

Primary Purpose

The Manager Archives and Library Services has the primary responsibility for the strategic and operational management of the Trust's archives and library service, ensuring efficient storage, conservation, accessioning, cataloguing and disposal of all listing records, documentation and photographs. These include Conservation records (buildings, cemeteries, parks and gardens, industrial and moveable heritage), Accounting and Property records. In addition, the position is responsible for ongoing assessment of current and next generation client information needs and implementing change associated with managing a significant historical collection in an increasingly digital environment.

Key Accountabilities

The position holder has responsibility to:

- Manage the Trust Archives and library service to ensure the delivery of high quality and responsive information, research, collection access and copy and document supply services to internal and external stakeholders and the public.
- Develop innovative client focussed information, research and collection access services and projects and ensure effective evaluation processes are in place to develop and revise policies and procedures related to service development and delivery.
- Ensure that information and research provision, collection access and document supply is managed according to legislative requirements specified in the Library Act, Copyright and Permissions, Privacy and National standards on resource's sharing.
- Provide a high level of advice on information and research services to the CEO, Directors and other key stakeholders both within and external to the organisation and take a key role in any strategic planning and projects that impacts the library and archives.
- Provide listing and library information services to Solicitors, Government Departments, Schools, Real Estate Agents, University Students, Trust Members and the general public.
- Undertake appraisal, accessioning, cataloguing, processing, storage and disposal of records and archival documents.
- Develop and implement a preservation strategy for the archive, engaging with relevant stakeholders and working to identify and manage risk appropriately.
- Liaise with commercial digitisation service providers and apply professional expertise to appraise and select material for digitisation, carrying out appropriate checks as to the material's potential sensitivity, acting on defined and agreed guidelines.
- Liaise with IT staff in relation to technical procedures and the acquisition and maintenance of equipment, software and storage.
- Keep up to date with new developments in relevant techniques, equipment and standards and develop links with other archives and professional groups, representing the Trust in these forums as required.
- Act as the Trust's representative on the Trust's Conservation Policies Taskforce, liaising with members of the public, local councils and other organisations.
- Follow up matters as suggested by the committee arising from meetings after consultation with the Director Conservation
- Circulate and archive all agendas and minutes for Trust Committee and Board meetings
- Undertaking site visits as required
- Answer correspondence and general inquiries from the public
- Maintain relevant and accurate databases including the Collections database (VERNON) and the Heritage Awards.
- Prepare reports for the Board documenting all Trust Sealed documentation, bequest requests, heritage and technical matters.
- In consultation with the Director Conservation, oversee the relevant financial requisition and reconciliation processes including management of relevant budget allocation for the Library's operational expenditure and income transactions.
- Supervise the archival volunteers and promote compliance with Work Health and Safety policies to maintain a safe working environment and ensure any risks are addressed
- Undertaking all other tasks and duties in consultation with the Director Conservation, of relevance to the role/ department

Key challenges

Supporting the National Trust as a highly respected and recognised advocacy, conservation and educational body by:

- Building and maintaining relationships across government and the corporate sector whilst remaining true to the independence of the Trust
 - Keeping informed and up to date with the latest government policies on heritage and advocacy campaigns state-wide
 - Working across a diverse stakeholder group to deliver the Trust's priorities
 - Maintaining high levels of personal enthusiasm, commitment to and involvement in the work of the Trust, including engagement in weekend and evening activities
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Qualifications and Skills

- Relevant tertiary qualifications in Library and/or Business Studies or recognised equivalent, with a minimum of 4 years' experience in working within a similar environment, preferably within the heritage conservation field.
 - A good understanding of and experience in, current digital operating systems relevant to libraries and Museums.
 - High level interpersonal, conflict resolution and negotiating skills with the ability to communicate with a wide range of people and groups, to ensure delivery of a high level of customer service.
 - Good written skills including the ability to undertake research and write reports.
 - Good organisational and administrative skills with the ability to effectively prioritise multiple projects and coordinate conflicting priorities to meet strict deadlines and organisational objectives.
 - Ability to exercise initiative and sound judgement when required.
 - Ability to work autonomously or as a member of a team, as required.
 - Ability to utilise computer applications, in particular the Microsoft Office suite of products (Word, Excel, Adobe Acrobat, Outlook), including previous relevant experience in database or computerised library management systems.
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Key Result Areas

Resilience and Courage

- Be open, honest and respectful in dealing with all stakeholders
- Remain calm under pressure and in challenging situations

Act with Integrity

- Understand and adhere to the organisations values and policies
- Represent the organisation in an honest, ethical and professional way and encourage others to do so

Value Diversity and Inclusion

- Show respect for diverse backgrounds, experiences and perspectives

Communicate Effectively

- Communicate concisely and clearly with all stakeholders and maintain the goodwill of volunteers and the broader community
- Write fluently and persuasively in a range of styles and formats

Commitment to Customer Service

- Provide customer focused services consistent with organisational values and objectives

Work Collaboratively

- Collaborate with others and value their unique contribution

Deliver Results

- Achieve results through efficient use of resources and a commitment to quality outcomes

Plan and Prioritise

- Effective planning to achieve priority outcomes
- Accommodate and respond with initiative to changing priorities and operating environments

Think and Solve Problems

- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence

Demonstrate Accountability

- Adhere to any relevant legislation and policies

Technology

- Understand and use available technologies to maximise efficiencies and effectiveness including the VERNON database

Optimise Business Outcomes

- Evaluate potential activities to ensure they balance environmental and heritage concerns with the need to maximise public involvement in the Trust's activities

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. Following consultation, the aspects mentioned above may be altered in accordance with the changing requirements of the role.

Date: Sept 2020