Mount St Benedict College

College Archivist Position Description

Mount St Benedict College is a Catholic, independent, girls' high school in the Good Samaritan tradition, offering holistic education based on Benedictine values of Pax, Hospitality and Stewardship.

Mount St Benedict College is committed to ensuring that every person involved in the College understands the important and specific role they play, both individually and as part of the wider community, to ensure that the wellbeing and safety of all children and young people in their care.

POSITION TITLE:	College Archivist
DEPARTMENT:	Advancement Team
LOCATION:	449D Pennant Hills Road, Pennant Hills NSW 2120
PURPOSE STATEMENT:	The College Archivist is a member of the Advancement Team and is responsible for preserving, managing, and promoting the College's archival collections and museum, ensuring the history, heritage, and traditions of Mount St Benedict College are accurately documented, protected, and accessible. The role contributes to archival governance and supports the College's compliance with records management obligations, ensuring records of enduring value are identified, preserved and accessible.
POSITION REPORTS TO:	Deputy Director of Advancement
COORDINATES WITH:	• Advancement Team • Principal and members of the College Leadership Team • Business Services Team • Head of Risk and Compliance • Teaching and Professional Services Staff • Information Services (Library) and ICT Teams • Current and ex-students • GSE staff if requested
DIRECT REPORTS:	None
AWARD/AGREEMENT RELATIONSHIP:	NSW Catholic Independent Schools (Support Staff-Model A) Multi-Enterprise Agreement 2025
CLASSIFICATION:	Level 5
STATUS:	Part time (0.4FTE) – 2 days per week, 40 weeks per year
OTHER ALLOWANCES	NIL

MAJOR ACCOUNTABILITIES:

1. Archival Collection Management and Preservation

- Develop, maintain and implement archival policies, procedures and systems in accordance with professional archival standards, College policies and relevant legislation.
- Collect, accession, catalogue, arrange, describe, preserve and digitise archival records, photographs, publications, artefacts and other historical materials.
- Identify, acquire and preserve records and items of historical significance relating to the College, its students, staff, alumnae, the Sisters of the Good Samaritan and the wider College community.
- Maintain secure, organised and environmentally appropriate storage of archival collections to ensure their long-term preservation and accessibility.
- Provide advice on the preservation, display and interpretation of significant heritage items, artworks, memorabilia, museum displays and other College assets.

- Contribute to the ongoing development of searchable databases, finding aids and digital resources to improve access to archival collections.

2. Records Management and Archival Governance

- Provide advice and support regarding records management practices, including the identification, retention and preservation of records of enduring historical value.
- Ensure archival records are managed in accordance with the College's records management obligations through appropriate appraisal, retention and disposal practices.
- Maintain accurate documentation, inventories and systems to support efficient management and retrieval of archival materials.
- Provide guidance and support to staff regarding the creation, transfer and management of records for archival purposes.

3. Historical Research and Community Engagement

- Respond to research enquiries from staff, students, alumnae and external researchers by providing accurate historical information and access to archival materials in accordance with College policies.
- Research and provide historical content, images and archival material to support College publications, marketing and communications, presentations, museum displays, exhibitions, anniversaries and significant College events.
- Contribute to initiatives that celebrate and promote the College's history, traditions and heritage, including significant milestones and community celebrations.
- Support the preservation and interpretation of the College's Benedictine and Good Samaritan heritage through archival projects, exhibitions and educational initiatives.

4. Advancement and Stakeholder Engagement

- Work collaboratively with the Advancement Team to strengthen alumnae engagement, celebrate community milestones and support philanthropy and donor stewardship through the sharing of the College's history, stories and legacy.
- Identify opportunities to use archival material to enhance relationships with current and past students, families, benefactors and the wider College community.
- Support Advancement initiatives through historical research, storytelling and the provision of archival resources for engagement activities and campaigns.
- Through the Principal, liaise with Good Samaritan Education, the Sisters of the Good Samaritan, professional archival organisations and other relevant stakeholders to support historical research and archival best practice.

5. Professional Practice and Continuous Improvement

- Maintain contemporary knowledge of archival standards, preservation practices and developments within the profession through professional learning and networks.
- Participate in relevant archival associations and professional development opportunities.
- Provide guidance and supervision to volunteers or other personnel assisting with archival projects, where applicable.
- Undertake other duties commensurate with the responsibilities and classification of the position.
- Capture and coordinate photography and other visual content to support College communications, publications, events and promotional activities.

6. General Support

- Develop and maintain positive relationships with staff, students, parents and caregivers, alumnae, suppliers and external stakeholders.
- Attend required professional development.
- Undertake other duties as required by the Director of Advancement, Deputy Director of Advancement or Principal.

ESSENTIAL SKILLS / QUALIFICATIONS:
• Minimum three years' experience in archival practice, records management, collections management or a related field, with demonstrated experience applying archival principles and practices. • Qualification in Archives, Records Management, Information Management, Library Studies, History or a related discipline, or an equivalent combination of qualifications and experience. • Demonstrated knowledge of archival principles, records management and professional archival standards. • Experience organising, cataloguing, preserving and managing archival collections, including digital records. • Demonstrated ability to research, analyse and accurately interpret historical information. • Excellent written and verbal communication skills. • High level of accuracy, organisation and attention to detail. • Demonstrated ability to manage competing priorities, work independently and maintain confidentiality. • Strong IT skills, including experience using databases and Microsoft Office applications. • Commitment to professional ethics, privacy and records management obligations. • Commitment to the values and ethos of Catholic education. • Valid Working with Children Check.
DESIRABLE SKILLS / QUALIFICATIONS:
• Membership of, or eligibility for membership of, the Australian Society of Archivists. • Experience in an educational, museum, cultural or heritage environment. • Experience with archival management or collection management software. • Knowledge of preservation, conservation and digitisation practices. • Experience developing exhibitions, historical displays or heritage publications. • Experience managing volunteers or community history projects. • Understanding of Catholic education or independent school environments. • Commitment to ongoing professional learning and participation in relevant professional associations.

Key Performance Indicators	Description
1. Supporting the College's Catholic Ethos *Demonstrate an integration of faith and behaviour in all areas of College life. Act with love, grace, humility and generosity to all students, staff and families of Mount St Benedict College*	• Actively support, and live out the College's Declaration of Faith, Strategic Plan and Mission Statement. • Reflect an integrated model of Catholic service to all aspects of College life. • Demonstrate an understanding of current organisational, WHS and management practices and a demonstrated working knowledge of good business practices and financial control. • Promote in staff and students a strong commitment to serve others.

2. Service *Excellent communication skills, including the ability to liaise with all members of the community, both internal and external.*	• Provide the highest level of service to all members of the College Community - including parents, students, staff, alumni and other community members. • Positively promote the College both internally and externally at all times. • Provide patience, care, compassion and discernment, as needed. • Complete assigned work diligently and promptly and by the most efficient/effective means. • Cheerfully and proficiently greet visitors and facilitate resolution of any complaint. • Attend College functions, sometimes out of school hours.

3. Skills, Knowledge & Application *Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate content and skills, legislation, policies and procedures.*	• Apply contemporary management skills to ensure that the College community is professionally serviced, and the Director of Advancement is kept informed and up to date on all business-related matters. • Be intimately involved in policy development and aware of academic and other educational initiatives and issues that will directly or indirectly impact on the College's operations. • Demonstrate high-level oral and written communication skills, with an attention to detail and high-level organisational ability. • Prioritise duties, meet deadlines and achieve goals within a complex and multi-focused environment. • Develop and maintain professional relationships with the College community and external stakeholders. • Demonstrate the ability to meet deadlines. • Demonstrate the skills required to ensure effective communication with parents, students, staff, alumni and other community members.
4. Professional Conduct *Demonstrated adherence to the professional responsibilities of working in an Independent Catholic College and understanding of the need for adherence to the College policies and procedures and the Staff Code of Conduct.*	• Fulfil all requirements of the Mount St Benedict College Code of Conduct. • Undertake all duties with loyalty, enthusiasm, diligence and the highest standards of professionalism. • Pursue and encourage excellence in all areas of College life. • Positively promote the College both internally and externally at all times. • Adhere to College policies, including: Student Welfare, Child Protection, WHS, Staff Code of Conduct, Acceptable Use of IT, Copyright Regulations and other College policies. • Maintain confidentiality and discretion regarding all College-related issues. • Exercise initiative and judgment in complex, confidential situations. • Ability to manage policy implementation, for example, as pertaining to the handling of personal information. • Follow instructions from supervisors, comply with requests and instructions from the Principal and the Director of Advancement.
5. Personal and Professional development *Demonstrated experience in and understanding of the need for continuing both personal and professional development*.	• Maintain memberships, networking and involvement in professional associations. • Build and maintain industry relationships. • Attend all compulsory professional development provided by the College and as required by the College with outside agencies. • Show commitment to continuous organisational improvement. • Demonstrate commitment to ongoing professional growth and learning and engage in own professional learning.
6. Teamwork and Communication *Demonstrated ability to contribute to a diverse team, or participate as an active member of a team, consistent with the philosophy and policies of the College.*	• Demonstrate reliability and effective communication. • Provide clear and timely communication with students, parents, staff, prospective families and alumnae. • Model a willingness to work positively and collaboratively within a team. • Demonstrate highly effective communication and conflict resolution skills. • Establish and maintain effective communication networks. • Exhibit flexibility within the role to improve productivity, seeking and responding positively to feedback from peers, the Director of Advancement and the Principal. • Demonstrate the ability to work as part of a team as well as the ability to work independently. • Treat others in a respectful and supportive manner at all times.

7. Administration & Compliance *Through the use of organisational processes, ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*	• Lead the College in the maintenance and delivery of its policy and compliance. • Maintain safe working practices at all times. • Comply with WHS requirements (specifically Section 36 of the Workplace Health & Safety Act) to ensure a safe working environment. • Complete required College documentation within established timeframes, e.g. applications for leave, expense reimbursements, incident forms etc. • Demonstrate knowledge of risk management; ability to apply due diligence with regard to the reporting of hazards and incidents.
8. Community Engagement *Demonstrated commitment to the Mount St Benedict College Community as an integral part of all employment responsibilities and to willingness to enhance our culture and co-curricular programs.*	• Where appropriate opportunities present, become involved in the life of the College to promote community and contribute to objectives of the College, including attendance at staff meetings, leading prayer, working with students, becoming involved in College events. • Engage professionally with colleagues, parents/carers and the community. • Encourage and promote engagement with the wider community. • Ensure positive relationships with outside agencies are maintained by providing timely and efficient communication when required.
9. Pastoral Care *Demonstrated commitment to the Pastoral Care of all students at Mount St Benedict College and an understanding of the need for adherence to all College policies and procedures in relation to the Pastoral Care of all students.*	• Maintain confidentiality in all issues in relation to the College. • Demonstrate concern and care for colleagues and engage positively and respectfully with them. • Support and maintain discipline and pastoral structures and expectations within the College. • Administer First Aid on occasion, as required. • Provide active and vigilant supervision of students as required.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at his discretion in order to most effectively serve the needs of the College.

I have read, understand and agree to undertake the responsibilities and requirements as detailed in this position description.

Name: _____

Signature: _____

Date: _____