

POSITION DESCRIPTION

	Effective Date:	June 2026
POSITION TITLE:	Archivist Officer (Part-time)	
REPORTS TO:	Head of Marketing and Community Engagement	
EXPERIENCE AND QUALIFICATIONS:	<p>1. Job Specific</p> <ul style="list-style-type: none"> • Relevant professional qualifications in either Archivist, Records Management or Library Studies. • Proven experience in a relevant field or similar role. • Substantial practical experience in IT skills, particularly MS office suite and familiarity with electronic collection management databases. • Significant experience in the capacity to review and improve practices and processes related to archiving, records management and art curation. • Demonstrated effectiveness in managing and meeting critical deadlines. <p>2. Self-Management</p> <ul style="list-style-type: none"> • Demonstrated flexible approach to the role and the ability to multi tasks and problem solve in a dynamic fast-paced environment. • Ability to work both independently and collaboratively as part of a team. • High degree of initiative and enthusiasm. <p>3. Communication and Interpersonal</p> <ul style="list-style-type: none"> • Proven ability to provide specialist/technical advice to a range of stakeholders. • Commitment to Best Practice in all duties associated with the position particularly related to confidentiality of information and respectful customer service. • Consult, facilitate and resolve issues. • Willingness to uphold the ethos and values of the School. • Ability to obtain a Working with Children Check. 	
POSITION PURPOSE:		
<p>The role of the Archivist Officer is collecting, accessioning, preserving, conserving and restoring where necessary; records pertaining to the function and general operation of the School and its wider community preserving artefacts of historical significance to Perth College.</p> <p>The Perth College Archivist Officer is responsible for developing, maintaining and implementing archive policies and procedures necessary to support the School Archive and to ensure that the School fulfils its record-keeping obligations according to legislative requirements and to protect its business interests</p> <p>The Perth College Archivist Officer will ensure that records which have value as authentic evidence of administrative, corporate, cultural and intellectual activity, are made, kept and used.</p> <p>To promote the history and living traditions that the School would like to be carried on both internally and within the broader community.</p>		
KEY RESPONSIBILITIES:		
<p>Archiving</p> <ul style="list-style-type: none"> ➤ Implementing policies and procedures for the Archivist Officer role according to Australian Society of Archivists standards, ethics and procedures. ➤ Appraising and evaluating records, including those with historical and evidential value. 		

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- Accessioning, arranging and describing records and donated items according to archival principles.
- Making informed decisions regarding the creation, capture and retention or destruction of records in consultation with other staff and in accordance with the School's Archive Policy and a Records Retention Schedule using the current Australian Society of Archivists Records Retention Schedule for Non-Government Schools as a basis alongside school-based policy.
- Entering data into the electronic archival management system.
- Development and maintenance of a Records Management program including an approved retention and disposal schedule for the whole School. This includes past students and staff files.
- Actively build relationships with members of the wider school community and liaise with staff, former students, School community and the wider School archive network as required.
- Undertake the digitalisation of identified archival records (eg photo memories).
- Preparing and managing the Archive/Heritage budget.

Heritage

- Ensure the School's Honour Boards are kept up to date and reflect the correct information.
- Attend to research enquiries from members of staff and the extended community.
- Manage the oral history program including retrieval, storage, and display.
- Promote the School's archives/heritage whenever possible through activities such as school/archive tours and educational programs to students.
- Co-ordinate ongoing and special event displays.
- Establish a system of volunteering, including by students as a service activity. Train and supervise any volunteers who may assist in the Archives.
- Support public relations activities including for significant milestone dates.

Preservation and Conservation

- Maintain a safe and secure repository with appropriate storage and environmental conditions having regard to recognised Archive and Museum standards.
- Adopt a clear and precise Retention Schedule.
- Provide basic training to all staff in records creation and transfer methods.

Workplace Health and Safety

- Ensure at all times that duties undertaken are compliant with all laws, acts, regulations and internal policies and procedures.
- Demonstrate a commitment to workplace health and safety and report all hazards and incidents that the individual is party too or observes, in the correct manner and in accordance with policy.

Hours of Work

This is a part-time 0.41 FTE position (15.5 hours per week) across the full year, typically worked over two full days per week. The ability to flex up in hours on a temporary basis during peak activity periods would be considered advantageous.

Flexible arrangements, including part-day schedules, may be considered for the right candidate.

Some flexibility of hours will be required to facilitate effective input and involvement in the full scope of this position at Perth College.

Declaration

I hereby declare that I have the physical capability to undertake the duties required for this role and that I do not have any pre-existing conditions which would hinder this capability.

Signed: _____ Date: _____