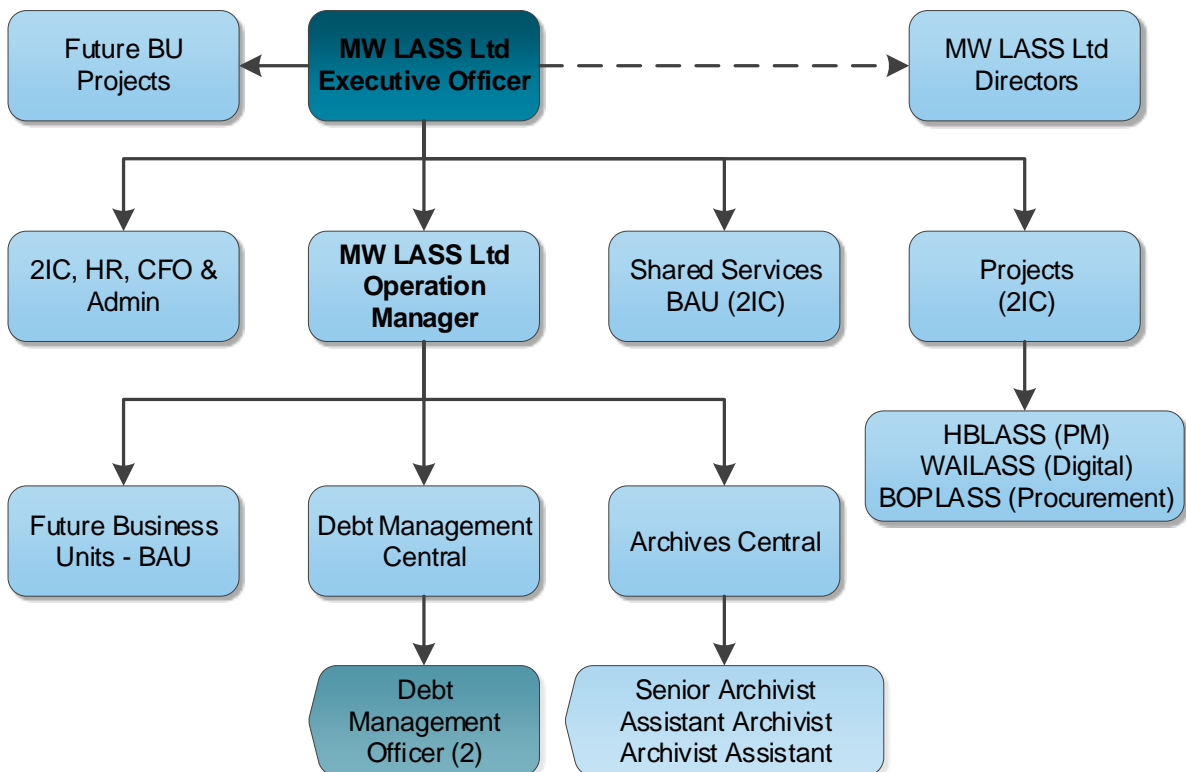


Job Description

Job title	Archives Assistant
Responsible to	Senior Archivist / Operation Manager
Job purpose	Support the management of local authority archives in a manner that preserves the integrity of the records and ensures accessibility. Provide a quality service to Archives Central customers and other visitors to MW LASS.
Last reviewed	January 2021

MW LASS Organisational Chart



KEY CONTACTS

Internal: Archives Central Staff
 Archives Technical Group
 MW LASS Staff and Managers

External: Member Council Staff
 External Researchers
 Contractors and suppliers

KEY RESPONSIBILITIES

Arrangement and Description of archives

- Boxing items and related duties;
- Enhancing and updating item lists;
- Adding and updating database entries; and,
- Other administrative duties associated with archives management.

Customer Service

- Accurately determine the information needs of the customer and the most appropriate way to meet those needs;
- Locate and retrieve archives for customers;
- Copy and scan items for customer requests and provide these to customers as required; and,
- Maintain records of use and movement of archives.

Archives Technical Group

- Provide administrative support to Archives Technical Group, including the coordination of meeting arrangements, preparing agenda, recording minutes, and follow-up of action items.

Archives Project Support

- Support identified archives projects as required;
- Assist with Digital Repository development and creation of digital records; and,
- Scan items as part of the in-house digitisation program.

Promotional Activities

- Support the coordination of Archives Central exhibitions and presentations hosted at Archives Central, at member Councils, or at other locations such as Libraries and public venues; and,
- Provide articles for monthly Archives Central newsletter

MW LASS Support

- Support the MW LASS Business Unit Manager with the coordination of MW LASS Activities, such as building tours, team meetings, note taking, facilities maintenance and other tasks, as required; and,
- Where required, provide first point of contact/reception services for MW LASS visitors.

Please note: The job description is not intended to be a complete list of duties but is a guide to the job. Employees may be asked to do tasks outside of this description to respond to developing work and organisational requirements. Annual KRA's will be set as part of a performance development and review process and these may be in addition to the tasks in this job description.

PERSON SPECIFICATION

Knowledge, skills

- Ability to work at a detail level and to complete tasks accurately;
- Knowledge of local government would be an advantage;
- Knowledge of archives or records practices would be an advantage;
- Working knowledge of Microsoft Office Suite (Office 365, Word, Excel etc.); and,
- Comfortable with the use of technology such as cameras, scanners, digital repository platforms etc.

Key Job Competencies

- Teamwork;
- Customer Service;
- Communication skills (verbal and written); and,
- Flexibility and initiative.

PERSONAL ATTRIBUTES

- Understanding and using common software package;
- Ability to quickly learn archival referencing system (Australian Series) and digital repository platforms;
- Able to operate effectively under pressure;
- Lateral thinker;
- Logical, analytical and highly-focussed;
- Highly organised;
- Able to work effectively without supervision;
- Excellent communication skills; and,
- Flexible approach, "can do" attitude.

On behalf of
MW LASS

_____ Date _____

Position Holder

_____ Date _____