

Government Archivist

STATEMENT OF DUTIES

JUNE 2026

Number	700208
Portfolio	Continuous Improvement and Evaluation
Branch	Libraries Tasmania
Section/Unit/School	State Library and Archives Collections
Supervisor	Relevant Supervisor
Award/Agreement	Tasmanian State Service Award
Classification	Professional Stream, Band 2
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave
Location	Statewide

Context

Libraries Tasmania is comprised of the State Library and Archives of Tasmania, 46 public libraries, the Risdon Prison library service, and the Office of the State Archivist. The State Library and Archives of Tasmania builds, manages and shares collections relating to the history of Tasmania and provides contemporary information resources for all Tasmanians.

Primary Purpose

Provide high-level professional archives services to manage, preserve and provide access to State Library and Archives of Tasmania collections and services, meeting the functional requirements of the Archives Act.

Level of Responsibility/Direction and Supervision

Performs complex and critical archival work under minimal supervision. Exercises independent professional judgement, particularly in identifying and resolving issues where

established principles, procedures, techniques, and methods require adaptation, modification, or extension. Receives direction from the relevant supervisor on priorities.

Responsible for ensuring the accuracy of research and the provision of information, along with collection description, access services, and basic collection care and preservation.

Responsible for supervising and guiding less experienced staff and volunteers, and for ensuring the safety and security of public access areas.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Provide professional services to manage the State archives collections, with focus on government transfers into the archives including, liaison with agencies processing of physical and digital State records, as well as proving access and preservation.
2. Advise senior management on policies and procedures relating to service delivery to government clients and contribute to the strategic planning process.
3. Provide authoritative advice, guidance and training to less experienced staff and volunteers.
4. Develop policy, standards and guidelines for the delivery of services and the management of collections.
5. Lead and deliver organisational projects which may require research, analysis and stakeholder engagement.
6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

7. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. High-level knowledge and understanding of contemporary archival theory and practice, supported by demonstrated information technology proficiency and expertise in archival management systems.
2. High-level of interpersonal skills, demonstrating the ability to communicate effectively both orally and in writing with internal and external stakeholders, and to provide high quality customer service to government agencies.
3. Proven capacity to work autonomously and undertake independent research to achieve shared outcomes and initiatives; coupled with the ability to work collaboratively as a member of a team.
4. Well-developed initiative, judgement, planning, organisational, and analytical skills, with a demonstrated ability to achieve objectives within agreed timeframes, together with a well-developed understanding of Australian and/or Tasmanian Government administration, or the ability to quickly acquire this knowledge.
5. Demonstrated commitment to personal professional development and providing support and guidance to less experienced staff.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Degree or Diploma in Information Management studies at a recognised university or college of advanced education or a post graduate Diploma in information studies. Eligibility for admission to Associate membership of the Australian Society of Archivists (ASA).

Desirable

- Current Driver's Licence
- Relevant post-graduate experience

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees

are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE:

520040, Manager – Recruitment Operations – SA 02/25

Request:

Date Duties and Selection Criteria Last Reviewed: DN 02/25 – FN SW 08/25
