



Position Details

Technical Services - CSOF3

THE FOLLOWING INFORMATION IS FOR APPLICANTS

Advertised Job Title	Archives and Preservation Officer
Job Reference	100874
Tenure	Indefinite Full-time
Salary Range	AU\$73,567 - AU\$93,630 plus up to 15.4% superannuation
Location(s)	Melbourne (North Clayton)
Relocation Assistance	Will be provided to the successful candidate if required
Applications are open to	Australian/New Zealand Citizens and Australian Permanent Residents
Position reports to the	Archives and Preservation Lead
Client Focus – Internal	90%
Client Focus – External	10%
Number of Direct Reports	0
Support and workplace adjustments	CSIRO offers a range of reasonable supports and workplace adjustments. Please enquire if we can assist you to equitably participate in our recruitment process or in the position.
Enquire about this job	Chris Stueven via email chris.stueven@csiro.au
How to apply	Apply online at https://jobs.csiro.au/ Internal applicants please apply via Jobs Central If you experience difficulties when applying, please email careers.online@csiro.au

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](#).

Child Safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](#).

Role Overview

Enterprise Information Management enhances digital information capability and embeds risk-informed compliance across research and support environments.

The Archives and Preservation team manages our permanent research and enterprise collections (physical and digital) and ensures communities can connect with our trusted institutional history now and into the future.

As an Archives and Preservation Officer you will work under the supervision of the Lead and collaborate with staff on the management of CSIRO historically significant collections. The position holder will primarily work at the National Records Centre (Clayton) where they will assist with accessions and management of physical collections.

The position holder will be responsible for developing and nurturing effective working relationships within Information Management & Technology and work in a collaborative manner with research and support services across CSIRO, including Corporate Affairs and Integrity.

Duties and Key Result Areas

Archives and Preservation

- Under guidance, provide retention, preservation, storage and disposal advice and support to client groups and business units.
- Assist in the management of CSIRO's National Records Centre.
- Correct application of security and records access policies.
- Develop new ways of exposing archival records and building engagement with collections, including through promotions and social media.
- Assist in the development of policies and procedures and systems for the storage and disposal of CSIRO records.
- Under guidance, undertake complex discovery requests from both internal and external sources.
- Assist in the destruction of temporary records in accordance with authorised Disposal Authorities, and the transfer of permanent value records to the National Archives of Australia.
- Assist in digitisation of key hardcopy and archival records.
- Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO's reputation.
- Other duties as directed.

Values and Behaviours

- Promote a healthy, safe and environmentally sustainable workplace, and strive for 'zero-harm' (physical and psychological safety) practices.
- Promote the CSIRO Values and Behaviours: People First (be respectful, caring, and inclusive), Trust (be accountable, authentic, and courageous), Further Together (partnering, cooperative and humble) and Making it Real (be curious, adaptive and entrepreneurial).

Leadership and Engagement

- Promote a team culture that encourages innovation, open communication, and customer-focused outcomes.

Selection Criteria

Essential

Under CSIRO policy only those who meet all essential criteria can be appointed.

1. The appointee will have a relevant qualification, or an equivalent combination of experience and training.
2. Demonstrated awareness of the protocols, legislation, functional disposal authorities and standards, both national and international which underpin the provision of archives and preservation.
3. Demonstrated experience in the use of recordkeeping or collection management systems.
4. Demonstrated sound verbal and written communications skills.
5. Demonstrated time management and organisation skills.
6. Demonstrated high level of accuracy and attention to detail with the ability to follow complex tasks to their completion.
7. Demonstrated commitment to a healthy, safe and environmentally sustainable workplace and 'zero-harm' (physical and psychological safety) practices.
8. Demonstrate the CSIRO Values and Behaviours: People First (be respectful, caring, and inclusive), Trust (be accountable, authentic, and courageous), Further Together (partnering, cooperative and humble) and Making it Real (be curious, adaptive and entrepreneurial).

Desirable

1. Awareness and interest in the history of science and technology in Australia.

Required Competencies

- **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
- **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
- **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
- **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.

- **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
- **Adaptability:** Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

Special Requirements

Manual handling experience and capability to lift and move standard Type 1 archive cartons (max. 7kgs).

Ability to work at heights via a work assistance vehicle.

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements. Include if relevant:

- The successful candidate will be required to obtain and maintain a security clearance at the Baseline level.

About CSIRO

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](#) for more information.

CSIRO is a values-based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

- People First
- Further Together
- Making it Real
- Trusted