# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Records Collections and Archives Officer |
| Job Reference | 75624 |
| Tenure | Indefinite |
| Salary Range | AU$64k to AU$82k pa + up to 15.4% superannuation |
| Location(s) | Clayton; VIC |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Team Leader CSIRO Records Collections and Archives |
| Client Focus – Internal | 90 |
| Client Focus – External | 10 |
| Number of Direct Reports | 0 |
| Enquire about this job | Kathryn.Chambers@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](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

The Records Collections and Archives Officer will join the Records Services Collections and Archives team and be responsible for the delivery of quality records and archival services to CSIRO, according to CSIRO Records Services systems and procedures. Record Services is a key support component to CSIRO’s knowledge asset base and assists and advises clients in the capture, retrieval, and life-cycle management of electronic and hardcopy records.  Its objective is to ensure a comprehensive record of science and management activity within CSIRO’s legislative and regulatory record keeping requirements.

The Records Services Collections and Archives Officer is a member of a team that provides authoritative advice to CSIRO on the storage, disposal and preservation of its records. For regulatory and legal purposes CSIRO must continue to retain a hard copy collection of specified records which will be managed via the CSIRO National Storage Centre at the Clayton site to ensure their appropriate appraisal, disposal, digitisation, storage and management.

The Records Services Collections and Archives Team provides archival services to effectively manage CSIRO hardcopy and digital records collections, digitise hardcopy records, and preserve historically significant records and artefacts to achieve CSIRO strategic objectives and meet Government and regulatory responsibilities.

The Records Services Collections and Archives Officer reports to the Records Services Collections and Archives Team Leader.

### Duties and Key Result Areas:

* Under guidance, provide retention, preservation, storage and disposal advice and support to client groups and business units.
* Correct application of security and records access policies in line with CSIRO.
* 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 as directed by the Records Services Collections and Archives Team Leader
* 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.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO’s objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **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.

## **Selection Criteria**

#### Essential

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

* Qualifications in Records Management and / or equivalent relevant industry experience.
* Sound knowledge of the protocols, legislation, functional disposal authorities and standards, both national and international which underpin the provision of recordkeeping.
* Demonstrated experience in providing support and advice in Records Collections management and archival services.
* Demonstrated experience in using electronic recordkeeping systems, including appraisal and evaluation of records for archiving or destruction.
* Good oral and written communications skills, liaison and consultation skills.
* Strong interpersonal skills including the ability to build productive working relationships which actively promote good recordkeeping and the ability to demonstrate flexibility.

## **Desirable:**

* Experience in MicroFocus Content Manager EDRMS.
* Demonstrated proficiency in the use of Microsoft Office suite – O365 preferred.
* National Police Clearance.

Special Requirements

The successful candidate will be required to obtain and maintain a security clearance at the AGSVA Baseline Security Clearance.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us at [CSIRO online](http://www.csiro.au/)!

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