

# Position Description

<b>Title</b>	Archives and Records Coordinator
<b>Business unit</b>	Uniting Heritage Service, Mission and Equity
<b>Location</b>	Level 4/130 Lonsdale Street, Melbourne
<b>Employment type</b>	Part Time, Ongoing
<b>Reports to</b>	Manager, Heritage Service

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

The Heritage Service has been established for past residents and their families who were affected by adoption or received out-of-home care or provided by the Presbyterian, Methodist and Uniting Churches. We help people access information about themselves or their family member's time in care and support them in their journey to better understand their past.

The role of the Archives and Records Coordinator will be to lead the work to scope, manage and record the historical out of home care records collections held by Uniting. The person will also undertake records searches, preparing records for release, and assisting with general administration tasks.

This position is also responsible for managing records databases, ensuring they are accurate and up to date, as well as undertaking other records-related tasks that improve the ability of Heritage Services to respond to consumers, including the indexing and digitising of records.

## 2. Scope

**Budget:**

*nil*

## Position Description

### Archives and Records Coordinator

#### People:

*nil*

---

### 3. Relationships

#### Internal

- Members of the Heritage Service Team
- Personnel in other Uniting services

#### External

- Past residents, people affected by adoption and their families
  - Heritage Service Volunteers
- 

### 4. Key responsibility areas

#### Functional

- Developing and maintaining the Heritage Service record collection
- Coordinating acquisition of new records into the collection, including capturing information about record creators and series
- Developing and implementing policies and procedures to ensure effective management of archives and records
- Creating and maintaining computerised and other record management systems including archival indexes and guides
- Controlling access to confidential information and recommending codes of practice and procedures for accessing records
- Working with Heritage Manager to organize and manage digitisation of relevant records
- Regularly updating and reviewing records databases to ensure they accurately reflect record holdings
- Managing storage of records held in onsite and offsite locations as well as retention and destruction schedules
- Providing advice to the Manager on the development of the Heritage Service record collection

#### Administrative

- Attending reunions and gatherings of past residents
- Organizing meetings, minute taking, correspondence
- Undertaking comprehensive records searches on a range of databases
- Requesting the retrieval of records from archives and other record holders where directed
- Other duties as requested by the Manager, Heritage Service

#### Collaborative

- Work closely and in collaboration with other members of Heritage team to maintain consistency and good practice
- Contribute and share ideas and solutions
- Attend regular team meetings

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.

## Position Description

### Archives and Records Coordinator

- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - Based on a relationship with a current member of Uniting's workforce
  - Based on my ongoing work with another organisation

---

## 5. Person specification

### Qualifications

- Tertiary qualification in a relevant field

### Experience

- Experience managing records and archives
- Experience with MS Office, particularly MS Excel

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Understanding of the demands of a flexible working environment with rapidly changing needs
- Knowledge of archive and records management methodologies and principles
- Ability to manage records through the record life cycle
- Well-developed analytical and problem-solving skills
- Effective time management and organizational skills
- Excellent verbal and written communications skills
- Ability to respond to service users with kindness and professionalism
- Ability to promote and maintain a positive and collaborative team environment
- Ability to perform repetitive tasks while maintaining accuracy
- Strong attention to detail
- Ability to persevere with difficult searches
- Good knowledge in the use of Microsoft Office, particularly MS Excel
- Keen interest in the work of the Heritage Service
- Interest in history, particularly as it relates to child welfare

---

## 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

**Position Description**  
**Archives and Records Coordinator**

**7. Acknowledgement**

**I have read, understood, and accepted the above Position Description**

**Employee**

Name:

Signature:

Date: