



## Digital Archivist

### CROSS-CAMPUS

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are "*the lost, the least and the last*". Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel.

### Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

### St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

## Overview

The Digital Archivist contributes to projects that improve digital accessibility and digital preservation outcomes for the St Bede's College. You will meticulously curate and preserve the rich history of our College, ensuring its accessibility and relevance for various purposes.

The role involves implementing key College strategic goals with regard to the digitisation and storage of all College records. The Digital Archivist will confidentially manage staff and student data, financial data, archival media, metadata enhancements, and will engage in data cleaning tasks. Through your expertise, you will help illuminate the past and inspire future endeavours within our College community.

## Key Responsibilities

### Data/File management

- To manage, maintain and operate archival system for the purpose of uploading, storing, searching and downloading of records when required.
- To check and reconcile all digital archived records within the College.
- To work with ICT to ensure an ongoing process is in place for the digital storage of important documents (Board Minutes, Leadership Meeting minutes, College Publications, HR Records, Student records).
- Liaise with external companies to facilitate digital conversion and storage management.
- Disposal of records, as per legal requirements when the retention period has expired.
- As St Bede's College Archivist, you would be expected to be an active member of the Victorian Schools branch of the Australian Society of Archivists.
- To comply with (ASA) Records Retention and Disposal Schedule for Non-Government Schools in relation to the arrangement and description of archival collections and metadata management.
- To comply with Government/MACS/College policies or requirements in regards to archival material.

### Confidentiality/Data Security

- To ensure all documents of a sensitive nature are kept in a secure and confidential manner.
- Protect data confidentiality by adhering to cyber secure practices and College policies.

### Physical records/items

- To maintain the organisation of the Archives rooms at Mentone and Bentleigh East.
- Your role will also involve managing physical archival collections, conducting research, and occasionally collaborating with teachers to integrate historical resources into educational and promotional materials.
- If requested, to assist the Old Collegians co-ordinator by advising what items are available that may be suitable for display at reunions, etc.

### Information/File requests – Requests for information Public and Internal

- To assist when authorised requests are made for documents from legal or government authorities.
- To locate and provide copies of reports/results and data when the College receives requests from former students and staff.
- To locate and provide copies of documents/records as requested by the Principal, or other authorised staff members.

## **Print Media/Data**

- To ensure copies of significant College records (College Journals/Year Books/Newsletters) are kept in a secure and permanent manner.
- Ensure items/documents of an historic nature are stored in a suitable way to preserve their longevity.

## **Knowledge, Experience and Skills**

The Digital Archivist is expected to exhibit the following qualities and competencies:

- A lively and practical support to the Catholic nature of the College.
- A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community including participation in different Lasallian Professional Learning activities that the College offers.
- Well-developed interpersonal skills including a demonstrated ability to work and communicate within a team environment.
- Demonstrate a high level of ability to articulate educational issues and perspectives in communication with colleagues and others, and particularly in public forums.
- Display loyalty to the Leadership of the College and understand the nature of confidentiality as required.
- Display a high level of administrative and organisational ability.
- Demonstrate an understanding of key priorities of the legal requirements surrounding Child Safety.
- Familiarity with using the College Electronic Document and Records Management System (EDRMS).
- Have strong ICT skills and be familiar with database management with the ability to store, retrieve, manage and manipulate data.
- Familiarity with Google Workspace and Microsoft Office.
- Experience in the scanning, handling, packing, transport, and storage of all types of archival materials.
- The ability to communicate clearly, with excellent communication skills.
- Understanding of archival principles, processes and procedures combined with a knowledge of legislation and compliance requirements.

## **Qualifications**

- Degree in archives, records or information management (desirable) or an equivalent combination of relative experience and/or education/ training in archives or records management
- Qualifications in Information Technology relating to database management (desirable).

## **Details of Position**

This role requires the incumbent to work across both campuses, ensuring that there are strong lines of communication with relevant contact people.

Reporting to the Business Manager, the position is offered as a part-time role 0.4 FTE primarily based at the Mentone Campus, but with cross campus duties.

Salary and conditions to be negotiated with the successful candidate