

Role Description

Records and Archives Manager



**Santa
Sabina**
College

All staff members of Santa Sabina College are expected to support and promote the College's Catholic, Dominican mission. Santa Sabina College is an IB World School and educates students to achieve personal excellence, to act with justice and compassion, and to embrace the future with an optimistic global vision.

The College is committed to ensuring that all staff promote the inherent dignity and fundamental rights of students and colleagues within a safe school and work environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

The Role

The Records and Archive Manager will manage for the purposes of collecting, accessioning, preserving, conserving and restoring archives and records (where necessary) pertaining to the function and general operation of the College and its wider community. Those records are to be made available to users in accordance with appropriate policies and procedures approved by the College to ensure effective organisation, storage and management of the physical and digital records and archives in accordance with current legislation.

Organisational Relationships

This role reports to the Director of Business Services.

Key Role Responsibilities

College Mission

- understand, support and promote the Catholic, Dominican Mission of the College
- articulate a clear understanding and personal commitment to the mission of the Catholic Church and the significant role of a Catholic school
- understand, promote and lead best practice in ensuring Santa Sabina is a child-safe school
- articulate the College strategy confidently and positively and support its implementation at all times



Santa Sabina College



+61 2 9745 7000



enquiries@ssc.nsw.edu.au
www.ssc.nsw.edu.au



90 The Boulevard
Strathfield NSW 2135

Record and Archive Management

- manage the College's electronic records and archives management system, including configuration, maintenance updates and user access including the Business Classification Scheme, Records Retention and Disposal Schedule
- ensure compliance with statutory and regulatory recordkeeping requirements
- maintain records and archives' policies and procedures
- maintain a records management manual that includes file codes, retention schedules, and other relevant indexes and logs
- register, classify, describe and sentence physical and digital records and archives within ERMS (Electronic Records Management System)
- provide records and archives program implementation progress reports
- maintain tools used in the records and archives management system, respond to records and archives retrieval requests
- maintain a Records Disaster Preparedness and Recovery Plan
- liaise with Dominican Archivist and archives' donors and other stakeholders
- manage the work of archives' volunteers and records support persons
- provide records and archives management advice to staff
- maintain records disposal program, including the preparation of documentation seeking records' destruction authorisation, and the physical retrieval of records for destruction
- continue implementation of College's revised archives management program

General accountabilities for all staff

- be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- adhere to the College's professional dress code for staff
- attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- demonstrate professional and collegial relationships with colleagues
- commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning and professional growth

Knowledge, Skills, Experience and Personal Characteristics

- qualifications in Archives, Records Management or in a similar field from a recognised tertiary institution
- be eligible or willing to become a Professional Member of the Australian Society of Archivists
- be able to demonstrate a thorough understanding of best practice in archives and records management procedures
- successful and proven experience working in records and archiving administration.
- demonstrate excellent verbal and communication skills
- be highly organised with close attention to detail
- be proactive and collaborative in your approach, whilst also being able to operate independently.
- have a high level of integrity and discretion in accordance with the Australian Society of Archivists Code of Ethics
- planning and problem solving skills



Santa Sabina College



+61 2 9745 7000



enquiries@ssc.nsw.edu.au
www.ssc.nsw.edu.au



90 The Boulevard
Strathfield NSW 2135

- possess high level of computer literacy including knowledge of the Google Suite, Microsoft Office and other databases
- excellent administrative skills
- compliant with NSW Department of Health Screening and Immunisation Policy
- current Working with Children Check (WWCC)



Santa Sabina College



+61 2 9745 7000

enquiries@ssc.nsw.edu.au
www.ssc.nsw.edu.au

90 The Boulevard
Strathfield NSW 2135