



# Christ Church Grammar School

## DUTY STATEMENT

### Archivist

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**DATE:** April 2018

**STATUS:** Part-time, 0.5 FTE

**HOURS:** 18 hours per week (three days per week) with flexibility to accommodate after hours work if required. Annual leave (4 weeks) to be negotiated and taken when mutually agreed.

**WORKING DAYS:** As agreed with the Director of Communication and Engagement

**FACULTY/AREA OF RESPONSIBILITY:** Communication and Engagement

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**POSITION CONTEXT:**

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-School to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1650 students. This includes 120 boarders. The School consists of the LW Parry Preparatory School (PP to 6) and the Senior School (Years 7 to 12)

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**POSITION OVERVIEW:**

To organise, maintain and preserve the School Archive collection.

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**LINE MANAGEMENT:**

Reporting directly to the Director of Communication and Engagement

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**WORKING RELATIONSHIPS:**

- Director of Communication and Engagement
- Principal
- Director of Finance
- Members of Executive
- Communication and Engagement colleagues
- Teaching and Support Staff
- Alumni
- Community members
- Volunteers

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**DUTIES AND RESPONSIBILITIES:**

The School Archivist's role is to:

- Collect, preserve, arrange and describe the School archival collection

- Manage the oral history programme
- Management of the School honor boards
- Management of the School's art collection
- Management of the Old Boys' Gallery and art collections
- Support investigative History and Social Science class work
- Mount archival displays
- Promote the School's Archives
- Encourage donations to the Archives
- Develop a strong network of volunteers
- Research and write articles on the School's history and its personalities

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## **KEY RESULT AREAS**

### Behavioural descriptors:

- Use initiative and take responsibility for all tasks undertaken
- Exercise judgement and solve problems within the scope of the position
- Undertake tasks with accuracy and professional competency within prescribed deadlines and foster a co-operative work environment
- Maintain confidentiality at all times
- Undertake safe work practices
- Undertake other duties as directed

### Team participation:

- Work closely and co-operatively as part of the Communication and Engagement Team with all staff members
- Work positively and constructively with the School community
- Ensure performance is consistent with the ethos, aims and objectives of the School

### Customer outcomes:

- Exhibit awareness of the need for sensitivity in dealing with all members of the Christ Church community together with those in the wider community
- Identify and meet internal and external customer needs and ensure that agreed customer expectations such as timely and accurate responses are met
- Deliver exceptional customer experiences

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## **EXPERIENCE AND QUALIFICATIONS**

### This position requires:

- All applicants must have a National Police Certificate and have completed a Working with Children Check
- Professional experience as an archivist
- Experience in using electronic archival management systems
- Excellent written and communication skills
- A sound knowledge of the legislation regarding collection and keeping of records
- An interest in technology and research
- A passion for history
- Excellent organisational skills and a meticulous approach to detail
- Capacity to work in a team based environment with an expectation to work autonomously to achieve departmental outcomes
- Strong interpersonal skills

- A commitment to building a strong network within the school community

The person must have:

- Ability to work independently as necessary
- Excellent communication skills
- Initiative, flexibility and reliability
- Ability to maintain confidentiality
- Ability to work co-operatively as part of a team
- Professional presentation and appearance
- The willingness to assist in other areas of administration as necessary
- A commitment for the achievement of the School's goals in marketing and development
- Commitment to continued professional and personal development

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**SALARY, TERMS AND CONDITIONS:**

- The successful applicant will be employed under the Christ Church Grammar School Inc (Support Staff Enterprise Bargaining) Agreement 2015.
- Opportunity to further your career through PD and study considered.
- Salary will be negotiated according to qualifications and years of experience.