



## SISTERS OF THE GOOD SAMARITAN of the Order of St Benedict Archives and Records Manager

Job Title	Archives and Records Manager
Location	2 Avenue Road Glebe NSW
Kind of Employment	Full-time
Website	<a href="http://www.goodsams.org.au">www.goodsams.org.au</a>

### Organisational Overview

When Archbishop John Bede Polding founded the Sisters of the Good Samaritan in 1857, he chose this name because he firmly believed that their work was about being neighbour to the poor and destitute women and children of Sydney. For over 160 years the Sisters of the Good Samaritan have been inspired by a simple yet powerful story, the Parable of the Good Samaritan (Luke 10:25-37.) They take as a living instruction Jesus' command to go and 'be neighbour' to those most in need.

Our neighbour might be an impoverished child from a squatter village in the Philippines, a prisoner in Melbourne, a child at school, a refugee family, a single mum at risk of homelessness or a woman escaping a home afflicted by family violence. The sisters reach out to help wherever they can.

The Sisters of the Good Samaritan draw further inspiration from the Rule of Benedict, a spiritual treasure dating from the sixth century. Though originally written for a group of monks, the Rule contains lessons for all contemporary people; lessons about mercy and humility, about hospitality, caring and welcome. The Rule is intended for those who seek peace. It speaks about acceptance, compassion and commitment to prayer and work.

### Primary Purpose of the Role

The Archives and Records Manager will oversee the Good Samaritan Archives for the purposes of collecting, accessioning, preserving, conserving and restoring where necessary records pertaining to the function and general operation of the Sisters of the Good Samaritan.

This role of Archives and Records Manager will ensure that records which have value as authentic evidence of administrative, corporate, cultural and intellectual activity, are made, kept and used. The role of the Archives and Records Manager is vital for ensuring organisational efficiency and accountability and for supporting the understanding of the life of the Sisters of the Good Samaritan through the management and retention of its personal, corporate and social memory.

Due to the historical significance of the collection the Archives and Records Manager will provide a range of services to the wider Church and the general public who may demonstrate a particular interest in accessing the collection.

## **Essential Criteria**

The Archives and Records Manager for the Sisters of the Good Samaritan:

- should be qualified in Archives and Records Management or currently undertaking such qualifications from a recognised tertiary institution.
- should be eligible and willing to become a Professional Member of the Australian Society of Archivists.
- should be able to demonstrate a thorough understanding of best practice in archives and records management procedures.
- will have excellent verbal and communication skills.
- will have a high level of integrity and discretion in accordance with the Australian Society of Archivists Code of Ethics.
- will support the values, ethos and mission of the Sisters of the Good Samaritan.
- should have experience in managing a small staff and archives.
- must hold or be willing to undertake a Police Clearance Check
- must hold or be willing to obtain a Working with Children check for the State of NSW.

## **Desirable Criteria**

It would be desirable for the Archives and Records Manager to:

- have experience in the use of electronic documents records management systems.
- possess experience in appraisal, arrangement, description and sentencing of records
- have knowledge of preservation and conservation principles
- have experience in a similar role
- demonstrate excellent time management and project management skills
- possess a high level of computer literacy
- operate autonomously and with initiative and flexibility
- have excellent administrative skills, including a high degree of accuracy and attention to detail
- demonstrate regular current attendance at professional development workshops, courses and conferences.

## **Key challenges**

- Reviewing the current archives database systems and making recommendations to update and implement changes if necessary.
- Reviewing current records storage systems and working collaboratively with the member of staff who will manage the filing of current records.
- Exploring the possibility of implementing an Electronic Records Data Management System.
- The use and management of the Heritage Room.

## Key Relationships

Who	Why
Director of Operations	Work collaboratively to ensure that the congregation wisely administers all resources as they pertain to the Archives and records management.
GS Finance and Business Manager	Work collaboratively to provide necessary budgets and staffing requirements.
Congregational Leader and members of the Council.	Work collaboratively to ensure that each member of the Leadership team is aware of current records management policy and procedures and assist them with archival research in a timely manner
Congregational Staff	Work collaboratively to ensure that each member of staff is aware of current records management policy and procedures.
Sisters	Work in partnership with the sisters to obtain information so that today's records are correctly maintained to preserve the historical integrity of the archives.

## Reporting Lines

The Good Samaritan Archives and Records Manager reports directly to the Good Samaritan Director of Operations.

### *Direct Reports to the Good Samaritan Archives and Records Manager*

- Archives Assistants
- Researchers
- Project Officer/s
- Current Records Manager

## Child Safety

As the Sisters of the Good Samaritan create safe environments for the care and protection of children and vulnerable adults, all people who reach the interview stage must demonstrate that they hold a current working with children screening check for the state in which they reside. The successful applicant will need to undertake a police check before being accepted for the position and will need a Working with Children Check for the state of New South Wales.

## Role

### ADMINISTRATION

The Archives and Records Manager will:

- be responsible for developing, maintaining and implementing archives and records management policies and procedures necessary to support the Congregational Archives.
- ensure that the Congregation fulfils its current record keeping obligations according to legislative requirements and to protect its business interests.
- measure policies and archival standards and procedures against those outlined through the Australian Society of Archivists.

- present all policies to the Congregational Leader and Council for approval.
- prepare and manage an archives budget.
- undertake strategic planning annually in order to implement and maintain the work of the archives.
- actively develop working relationships with all office staff and members of the Congregation.
- make informed decisions regarding the creation, capture and retention or destruction of records in consultation with the Director of Operations and in accordance with the Congregational Archives Policy.
- develop and maintain a Records Retention and Disposal Schedule for the Congregation.
- access, arrange and describe all material accepted into the Congregational Archives in keeping with professional archival policies and standards.
- review current practices on a regular basis and make recommendations as to how these can be streamlined and carried out in a cost efficient manner.

## **RECORDS MANAGEMENT**

The Archives and Records Manager:

- will consult with all staff in administrative roles, including the Leadership team, with regard to Records Management, providing advice and support on a day-to-day basis.
- provide long-term management of all records created within the Congregational framework, regardless of format, especially in areas of administration and governance. This may include (but is not limited to) advice regarding choice of archival quality paper, filing and records tracking systems, regular transfer of non-current records to the Archives and digital and non-digital recordkeeping storage requirements.

## **PRESERVATION AND CONSERVATION**

The Archives and Records Manager:

- continue the safe and secure repository of archival materials with appropriate storage and environmental conditions having regard to recognised Archives and Museum standards.
- will carry out specific conservation and preservation methods on items, when required, and seek advice regarding the implementation of best practice. This may involve outsourcing items to qualified conservators.

## **TRAINING STAFF IN RECORDS MANAGEMENT & ARCHIVALPRINCIPLES**

The Archives and Records Manager:

- will advise and assist with induction and training of new staff, including members of the Leadership team, in records creation and transfer methods for the storage of all records.
- liaise with staff on a regular basis so that they are aware of the need to consult with the Archives and Records Manager concerning material for appraisal before any destruction takes place.

## **PROFESSIONAL DEVELOPMENT & LIAISON**

The Archives and Records Manager:

- will make time for professional development through courses and conferences.

- is personally responsible for maintaining his/her own professional knowledge, practice and commitment to professional standards.
- will network and liaise with professional bodies including the Australian Society of Archives and ASA Special Interest Groups, and also with the Archivists of Religious Institutes, to maintain awareness of current developments in the industry.

## **ARCHIVES IN THE LIFE OF THE CONGREGATION**

The Archives and Records Manager will:

- encourage and support the social, cultural and historical value of archives with the members of the Congregation and associated groups such as the Oblates by providing access to primary source material, in line with the best conservation practices.
- will actively promote relationships with the sisters and raise awareness in the need for the capture of current events and stories for future historical resource development.

## **RESEARCH**

- The Archives and Records Manager will provide research services to all members of the Congregation and the extended community who make a research enquiry about any aspect of the Congregation's history.

## **OUTREACH PROGRAMS**

- The Archives and Records Manager will respond to requests for historical information through the provision resources for articles for newsletters, magazines, reports, websites or other publications. Outreach activities may include oral history projects, student liaison, alumni, and temporary or permanent displays.

## **MANAGEMENT OF VOLUNTEERS & STAFF WITHIN THE ARCHIVES**

The Archives and Records Manager:

- will supervise any staff, students or volunteers who may assist in the Archives.
- will ensure that each volunteer's practice is aligned with Australian Society of Archives and Records Managers guidelines and adheres to the requirements of Child Safeguarding, Privacy, Workplace Health and Safety and Copyright legislation and any other relevant policies and/or legislation.

## **MUSEUM / HERITAGE/ ASSET ADVICE**

The Archives and Records Manager

- will prepare displays in line with significant congregational events.
- should be consulted, and may be able to provide advice and support in matters concerning any items of historical significance with regard to their real or inherent value; significance; preservation; restoration; display; disposal and storage.