

Position Description

Archivist / Archives Manager / Privacy Officer

Reports to	Bishops Pastoral Assistant
Organisation	Catholic Diocese of Auckland
Direct Reports	Office Administrator
Relationships	Archives staff and Volunteers; Property Portfolio & Development Manager; General Manager; Diocesan Staff; National Staff. External - Catholic Communities and Parishes of the Diocese including Priests and Parishioners; New Zealand Catholic Dioceses; Other heritage Institutions; Local and Central Government; General Public – including genealogists, school and university students, historians etc. For Privacy the Co-Privacy Officer; National Privacy Officer and Judicial Vicar
Date reviewed	September 2022

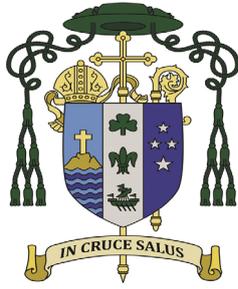
Position overview

To appraise, record, and direct safekeeping of permanent records and historically valuable Church documents and Museum Artefacts. To participate in research activities based on archival materials.

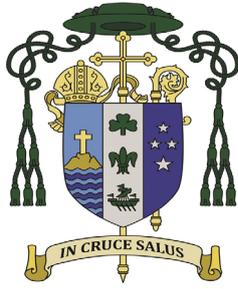
The role also has co-responsibility as Privacy Officer for ensuring that the Diocese complies with the Privacy Act 2020 and follows the 13 Privacy Principles, dealing with requests made to the Diocese for access to, correction of, personal information and working with the Privacy Commissioner during investigation of complaints.

Key Accountabilities

Mission Map	<ul style="list-style-type: none"> • Integrate the Catholic Diocese Auckland purpose, priorities, staff values and our way of working into work practices and relationships • Model behaviour in line with the Diocese purpose, priorities, staff values and our way of working
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Arrangement & Description	<ul style="list-style-type: none"> • Catalogue the collection in accordance with established archives practices • Organise archival records and develop classification systems, including digital record keeping, to facilitate access to archival materials and artifacts • Develop, implement, and maintain accessible, retrievable computerised archives and databases, incorporating current advances in digital information storage technology • Maintain and improve accessibility to Archives for internal and external stakeholders • Prepare archival records, such as document descriptions, to allow easy access to information
Reference Service to Stakeholders both internal and external	<ul style="list-style-type: none"> • Subject to Privacy Laws provide an efficient, timely, friendly reference service via email, phone, text, written and in person • Assist Bishops Pastoral Assistant with archival searching pertinent to current needs i.e., Royal Commission • Assist researchers find suitable material and arrange for any copies they may require
Appraisal/Accession	<ul style="list-style-type: none"> • Follow accession policy for new material offered for the archive collection • Authenticate and appraise historical documents, archival materials, and artifacts • Research and record the origins and historical significance of archival materials • Ensure that only essential records are retained, and non-essential records are securely destroyed • Preserve records, documents, and objects by transforming into a digital format, via scanning • Maintain regular cleaning of Collection
Coordinate Educational & Public Outreach	<ul style="list-style-type: none"> • Provide talks to stakeholder groups • Guided tours of Bishop’s House • Tailored displays of museum artefacts organised for tour groups • Information leaflets available to all visitors to Bishops House and Centre • Exhibitions mounted in display cases throughout the Centre
Management	<ul style="list-style-type: none"> • To oversee and manage staff and volunteers who work in Archives
Relationship	<ul style="list-style-type: none"> • To maintain a close liaison with the Diocesan Administration Team
Professional Development	<ul style="list-style-type: none"> • Commitment to ongoing learning by keeping informed of new developments and best practices in the Archives field



<p>Privacy Officer – co-share Privacy Officer Duties</p>	<ul style="list-style-type: none"> • Ensure compliance with the Privacy Act 2020 and advise the Diocese on compliance with privacy requirements • Deal with any complaints about possible privacy breaches • Deal with requests for access to personal information, or correction of personal information • Liaise with the office of the Privacy Commissioner during any investigation of complaints • Advise the Diocese on the potential privacy impacts of changes to Diocesan practices • Provide training and guidance to parish staff on privacy matters to ensure best practice and procedures. Assist parishes with any privacy breaches or complaints
<p>Health and Safety</p> <p>As an employee you are responsible for taking care of your own health and safety, and for the health and safety of other persons who may be affected by your actions or non-action. Therefore, you are responsible for:</p>	<ul style="list-style-type: none"> • Complying with CDA’s health and safety policies, procedures, rules, and guidelines in a safe and responsible manner that will not place at risk your own health and safety, or that of any other person in the workplace. • Contributing when consulted on workplace health and safety responsibilities and policies, and also providing feedback and suggestions to promote continuous improvement of health and safety procedures relating to CDA’s work/environment • Reporting all injuries, incident, and hazards to the appropriate person in a timely manner and early reporting of any pain or discomfort. • In the case of injury or illness, you must take an active role in the diocese treatment and rehabilitation plan, to ensure an “early and durable return to work” • Support your managers as required to meet their requirements of the health and safety responsibilities and policies • At all times demonstrate the best health and safety behaviour to support a positive health and safety culture.

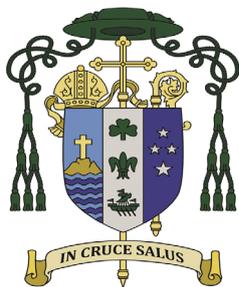
NOTE: This position description is a broad outline of roles and responsibilities for this position. Key responsibilities may vary from time to time, at the request of the Manager, to accommodate the operational needs of the department.

Areas of Critical Success

The Archivist/Archives Manager/Privacy Officer is expected to ensure that:

Mission Map

- Evidence of language, behaviour and attitudes towards all people are consistent with the Catholic Diocese Auckland purpose, priorities, staff values and our way of working
- Articulates and role models the values
- Decision making process includes values



Arrangement & Description

- Information about the contents of the collection is recorded in a digital database in accordance with accepted archival practices
- Archival records/artifacts are organized with a classification system in place for easy access and retrieval
- Archival database/digital records implemented and maintained

Reference Service

- Efficient and timely reference service provided to all enquirers
- Become familiar with the collection to assist Bishops Pastoral Assistant and bona fide researchers find material helpful to their work
- All materials arriving at Archives are appraised, accessed and details recorded
- Procedure followed for assessment, acceptance, accessioning, recording, and deaccessioning
- The collection is housed in a manner that minimises potential damage from environmental and external factors and that storage areas are accessible only to archives staff
- Regular cleaning, especially to minimise risk of damage to the collection from acidic dust and insects

Outreach

- Outreach activities fit into the Archive work schedule
- Exhibitions displayed throughout the Centre and regularly changed

Management

- Volunteers are recruited and organised to assist with tasks and projects that are within their experience and ability

Relationship

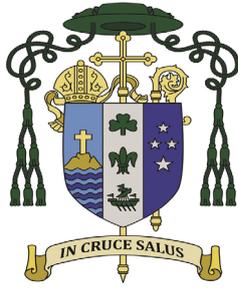
- Diocesan administration kept informed of the activities and requirements of the archives team

Professional Development

- Attend relevant and value adding professional courses, conferences, workshops in consultation with your manager, to keep up to date with Archival matters and processes

Privacy

- The Diocese is compliant with the Privacy Act 2020
- Complaints are responded to and dealt with in a timely manner
- If unsure of canonical responsibilities and repercussions privacy wise, seek consultation with a canonist where relevant
- Requests granted for accessing personal information (as per legislation)
- Corrections of personal information completed upon request
- Work with the office of the Privacy Commissioner during the investigation of complaints.
- Seek consultation with a canonist, if unsure of canonical responsibilities and repercussions privacy wise
- Diocese advised on any privacy impacts that may arise out of changes made to any of the Diocese's practices



- Support Parishes when needed to ensure they are compliant with the Privacy Act 2020 on collection, storage and disclosure of Parishioner personal information
 - Assistance provided to parishes for any breaches or complaints
- Health & Safety
- All health and safety policies, procedures, rules and guidelines are adhered to at all times and a positive health and safety culture is maintained

Person Specification

Education & Qualification

- A relevant degree, preferably with a research component, is required with a tertiary postgraduate qualification in Archives, Records, or Information Management

Competencies/Skills/Knowledge & Experience required

- Demonstrated experience and knowledge of established practice in Archives
- Knowledge of operation of museums, libraries, heritage management and information/records management
- Awareness of civil legislation and Canon Law relating to Archives and Heritage collection
- Knowledge of standards for the care and storage of art and artifacts
- Knowledge of Auckland Catholic Diocese History
- Knowledge of New Zealand history
- Knowledge of the Privacy Act 2020 and the 13 Privacy Principles
- Sound understanding of digitization systems and awareness of relevant IT Developments, systems, and processes
- An eye for detail to ensure correct digitising and metadata capture
- Commitment to continual professional development/knowledge
- Experience in delivering customer focused service
- Good communication skills and able to relate to a wide range of people
- Strong analytical skills
- Excellent research capabilities
- Self-motivated with sound planning, prioritizing and project management skills
- Attention to detail and accuracy
- Ability to work independently and as part of a team
- Experience in management and supervision of staff and volunteers
- Manage budgets and financial requirements
- Competence in administrative procedures
- An understanding and empathy with the ethos of the Roman Catholic Church.

