

Job Description Form

Senior Digital Archivist

Position Number: 16735	Classification Level: Level 4
Directorate: Collection Services	Agreement: Public Sector CSA Agreement 2024
This Position Reports To: 14483 Digital Preservation Manager – Level 6	
Positions Reporting to this Position: Nil	

ROLE OF DIRECTORATE

Collection Services leads the development and management of the State Library's unique Western Australian heritage collections which tell the rich and diverse stories of Western Australia's people and places through multiple perspectives and formats. Collection activities and systems managed by the directorate encompass acquisition, processing, storage, preservation, digitisation, distribution, and access.

The Directorate manages the acquisition of both physical and digital materials for a general information and reference collection and for over 200 public libraries across the State (including the Indian Ocean Territories).

POSITION PURPOSE

The Senior Digital Archivist assists with supporting the implementation of the State Library's Digital Preservation Framework. The position provides technical and operational support and training to Library staff in the acquisition, description, ingestion, preservation and access of the State Library's digital heritage collections.

The position assists with collections-related digital transformation initiatives to develop digital preservation capabilities across the organisation.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Supports a sustainable, best practice approach to digital preservation at the State Library for all aspects of digital collection management.
2. Provides technical and operational advice to Library staff in the acquisition, description, ingestion and access of digital materials collected or created by the State Library.
3. Assists with developing, implementing and managing digital preservation procedures and workflows aligned to the Library's Digital Preservation Framework and Digitisation Strategy.
4. Liaises with external suppliers, owners, and creators of digital material to ensure a best practice approach to digital preservation and access is applied.
5. Structures and prepares digital material for ingestion into digital preservation systems. Troubleshoots and monitors digital file ingestion to meet standards, regular workflow cycles and agreed deadlines.
6. Assists with testing, implementation and ongoing support of tools and techniques for the management and preservation of the Library's digital collections.
7. Contributes to the preparation and delivers training and support services to develop organisational capabilities and knowledge in digital preservation.
8. Uses project management and other methodologies to manage workloads, priorities and deliverables.
9. Participates in a range of professional networks to develop and maintain a high degree of knowledge and understanding of digital preservation practices, sharing relevant findings to Library colleagues on a regular basis.
10. Performs other duties as required with respect to the scope of the position.

Values and Behaviours

Your work habits and behaviour contribute to a harmonious, safe and productive work environment. Behaviours of State Library staff align with our values:

Community Focused	Provide high quality services based on community need.
Responsive	Make informed, timely decisions and communicate them clearly.
Respectful	Value others and respect their differences.
Accountable	Hold ourselves to account for the work we do.
Innovative	Strive for excellence by being open to new ideas and embrace opportunities for improvement.

Corporate Responsibilities:

- Models, promotes and demonstrates a genuine commitment to the Library's organisational values.
- Adheres to the Public Sector Code of Ethics and Library Code of Conduct.
- Acts safely and in accordance with the Library's Occupational Health and Safety Policy and Procedures.

WORK RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

Essential:

1. Role Specific

- Knowledge and experience of information management systems to effectively support digital preservation practices.
- Experience and confidence using current and legacy hardware and software (Macintosh, DOS, Windows, and Linux), and an ability to troubleshoot technical problems.

2. Shapes and Manages Strategy

- Anticipates issues that could impact on tasks and identifies risks and uncertainties in procedures and tasks.
- Demonstrated ability to research and resolve technical issues relating to software and hardware tools.

3. Achieves Results

- Works to agreed priorities, outcomes and resources and is responsive to changes in requirements.
- Develops and applies knowledge in order to respond to new programs, products, tools, and workflows relevant to the position.

4. Builds Productive Relationships

- Builds and maintains relationships with team members, other teams, colleagues and clients.
- Maintains awareness of personalities, motivations and diverse qualities, treats people with respect and courtesy.

5. Exemplifies Personal Integrity and Self-Awareness

- Provides accurate information, checks and confirms accuracy prior to release.
- Seeks self-development opportunities, willing to learn new approaches, acquire new capabilities and knowledge.

6. Communicates and Influences Effectively

- Communicates clearly to explain technical concepts to team members, other teams, colleagues, and clients with varying levels of technical literacy.
- Focuses on understanding other's knowledge by listening and questioning for clarity, checks own views have been understood.

Desirable:

- Tertiary qualification in a relevant discipline

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Successful 100-point Identification Check
2. Right to Work in Australia
3. Successful Criminal Record Screening Clearance

SPECIAL CONDITIONS

Special conditions of this position:

1. Nil

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and requirements of this position.

Position Title:	Name:	Date:
Director Collection Services	Catherine Belcher	9/05/2025

REGISTERED

State Library of Western Australia

INITIALS: AB DATE: 9/05/2025