



Heritage & History Records Lead

Cafs Wide – Position Description

Version 1.000000

Owner: People and Engagement

Stage: Issued

Our Vision

Wellbeing, safety and respect for all children and families

Our Mission

To deliver quality services with positive outcomes for the communities we serve.

Our Values

We believe in **respect**. We have empathy and compassion for the communities we serve and we work to empower people.

We embrace **collaboration**. We celebrate inclusiveness and we work together to make a difference, creating strong partnerships with our stakeholders.

We are leaders in **innovation**. We have the courage to try new things, to be creative and go above and beyond for the individuals and communities we serve.

We have **integrity**. We believe in doing what's right, acting ethically and with honesty.

Position Overview

Cafs has a long history spanning over 150 years. The history of Cafs belongs to the people who made it - children, young people and families. We share information openly and with respect. We take responsibility for all aspects of our history – even when difficult or shameful. We celebrate the positive aspects of our history and we use the difficult parts of our past to learn and grow. Our focus on history is driven by a sense of historical justice, and an appreciation of the multiple and complex perspectives of the many people who have been part of it.

Our intentional strategy towards Cafs history, involves two strategic goals:

1. **Trust and Healing** - *We build trust with our communities, including former residents, clients and their families. We actively contribute to the community-wide healing required for former residents of institutional Care and their families; and*
2. **Looking after records**. *We record, care for, interpret and provide access to the histories of current, future and former residents and clients, on their behalf.*

Within this context, and reporting to Cafs History and records Strategic Advisor, the primary purpose of this position is to looking after Cafs history records. In essence, this means; we record, care for, interpret and provide access to the histories of current, future and former residents and clients, on their behalf.

Qualifications: Formal qualifications in Archives/Record keeping systems.

Experience: Extensive knowledge and experience in archives and recordkeeping systems.

Reports to: Cafs History and Records Strategic Advisor

Direct Reports: NIL

Classification: Common law contract

Organisational Overview

With a history dating back to 1865, Child & Family Services Ballarat Inc. (Cafs) is a not-for-profit incorporated organisation that has no religious affiliations. We are owned and governed by the community, for the benefit of the community. We are guided by our organisational values of respect, collaboration, innovation and integrity. Our inclusive and accessible programs support children, young people, individuals and families who are in need of assistance.

Accountabilities (Specific Responsibilities)

Inherent requirements of the role

- Carry out cataloguing, accessioning, arrangement & description of historical collection
- Identify, seek funding and carry out priority digitisation and indexing projects with a focus on collections items relevant to former residents and clients
- Recruit and oversee volunteers to assist with collection documentation, digitisation and indexing activities
- Develop and implement communications strategy for communicating with former residents and clients, including targeted mailing lists, newsletters, social media: including an internal communications strategy to raise staff awareness of the contents of collections, and processes for enabling access to former residents
- Provide free, supported, open and proactive release of records to former residents, clients, their families, or their legal or other representatives according to policy and procedures
- Develop, document, communicate, implement and evaluate archiving policies and procedures, including guidance on what items to archive and when, how to archive, ensuring supported access, Rights to Privacy, and Lifelong Rights to Childhood Records
- Develop and strengthen relationships with third-party providers who support former residents such as BADAC, CLAN, Open Place
- Undertake activities as delegated by the Strategic Advisor in relation to achieving the objectives of:
 - Raise community awareness about the long-term impacts of childhood institutionalisation and provide opportunities for healing.
 - Staff at all levels of our organisation are aware of Cafs history and its impacts. This awareness informs our contemporary practice and future planning.
 - Build and maintain strong relationships with former residents and Care Leavers

Networking, Promotion and Community Development

- Develop a strong and supportive mutual relationships across Cafs and with other key stakeholders.
- Represent Cafs at appropriate forums and activities as and when required.
- Promote Cafs programs to the wider community, in line with Cafs marketing, organisational and regional strategies.
- Liaise with other community agencies to develop and maintain appropriate working relationships and alliances.
- Promote advocacy relevant to program/team areas and Cafs generally.

Teamwork

- Establish and maintain strong professional working relationships with the Cafs leadership team and Cafs people.
- Determine if and how you can change/adapt your behaviour to strengthen your team.
- Do not avoid, eliminate, or cover up mistakes and errors. Recognise them, call them, learn, correct, and improve each time.
- Develop and maintain positive relationships by contributing intention, information, energy, access and/ or resources.
- Take responsibility for the space you share with others.

Organisation	<ul style="list-style-type: none"> • Contribute towards successful communication across the organisation. • Operate within required legislation, ISO and Cafs standards. • Act and encourage others to act, in a way that is aligned with Cafs vision, mission, values and guiding principles. You will work with respect, embrace collaboration, lead and foster innovation and act with integrity. • Ensure teams and individuals demonstrate total commitment to Child Safety and child safety matters. • Ensure team and individual adherence and commitment to the Cafs Code of Conduct and Cafs Child Safety Code of Conduct.
Individual	<ul style="list-style-type: none"> • Undertake work and duties under limited direction. • Understand and commit to the purpose and objectives of the program/team. • Work to timeframes and within relevant delegations of authority. • Take responsibility for everything you do and say. • Actively engage in reflective practice and a culture of continuous learning and development. • Participate in operational supervision with your responsible manager and actively lead your own professional development in line with the organisational objectives and those set with your manager.
Leadership	<ul style="list-style-type: none"> • Lead by example at all times. • Develop and engender processes that promote professionalism and enthusiasm in individuals and teams. • Build and maintain trusted partnerships and relationships across Cafs. • Build and maintain cohesive teams within allocated programs and across all other programs, teams and departments within Cafs as required.
Health and Safety	<ul style="list-style-type: none"> • Display responsibility for self, team and environment. • Demonstrate positive approach to own safety and safety of others. • Ensure self and team adherence to Health, Safety and Environment practices, procedures, instructions and rules at all times holding teams/Cafs people accountable where these are not followed. • Ensure self and team compliance with all EO and legislative requirements through Cafs relevant policies and procedures holding teams/Cafs people accountable where policies and procedures are not followed. • Identify and report hazards, risks and incidents in a timely manner; identify patterns in reporting and assist with investigations for serious and repetitive matters.
Quality and Continual Improvement	<ul style="list-style-type: none"> • Participate in change management and Quality and Continual Improvement processes, ensuring the development and implementation of documentation supports synergy in and across programs areas to meet legislation, standards, funding requirements and Cafs values to improve outcomes for Cafs people, client and service users. • Align continuous quality improvement and compliance frameworks to the preparation, communication, and execution of operating objectives, plans and programs. • Ensure Cafs Risk Management policies and procedures are managed within the workplace and community. • Provide an environment that encourages the identification of opportunities for improvement in Quality and Continual Improvement. • Adhere to Cafs policies and procedures at all times; reporting where policies and procedures are not followed.

Working Conditions

Physical	This position is a desk based role and includes outreach to clients. The role may be located in multi-storey buildings, single storey building or building not under Cafs control. The incumbent may be required to travel in company vehicles and public transport around the Central Highlands region and possibly Victoria to attend meetings, forums, professional development <i>etc.</i>
Psychosocial	Cafs program areas deal with clients with traumatic backgrounds, including abuse, family violence <i>etc.</i> The incumbent needs to be resilient and able to recognise and administer self-care and be aware of and recognise when these are impacting on Cafs people.
Environmental	This position will predominantly office based, however, the successful candidate may be required to attend training, staff forums or other events not office based and across any Cafs locations or other sites from time to time.

Mandatory Requirements

Work within the ethos of Cafs as expressed in its Vision, Code of Conduct and Values and in accordance with legislative requirements, organisational policy/procedures and relevant standards of professional practice. Mandatory requirements before employment and to be maintained during employment are:

- Completion of relevant/required qualifications with originals sighted by authorised officers of Cafs
- An employment status Victorian Working with Children Check.
- A National Police check (with no relevant disclosable outcomes).
- A signed International Police Declaration.
- An International Police Check if required (with no relevant disclosable outcomes).
- A signed Cafs Code of Conduct.

Acknowledgement

Please sign and date to acknowledge that you have read, understood and accept the contents of this Position Description.

Employee Name: _____

Employee Signature: _____

Date: _____