

Position description

Title	Archives & Records Service Co-Ordinator
Reports to	Executive General Manager, Mission
Classification & Salary	SCHADS Level 5
Employment Status	Permanent Full Time
Primary Location	Abbotsford, Victoria
Date	June 2026

Good Shepherd Australia New Zealand (GSANZ)

Our strategy outlines the world we want to see and our role advancing in it. It also speaks to the positive impact we will deliver to support women, girls and families to be safe, secure, strong and connected. We are committed to tackling the issues of our time which adversely affect them. We work to advance equity and social justice and support our communities to thrive.

We seek to increase economic participation and wellbeing, to build resilience, improve safety and bring about system change. We offer microfinance programs and products, financial counselling and coaching, family violence support, family and youth programs, playgroups, education programs and community houses. These services are complemented by research and advocacy to address the underlying structural causes of injustice, exclusion, and inequality.

Role Purpose

To reserve and manage the records of the Sisters of the Good Shepherd and their mission service in Australia and New Zealand for retrieval when required.

Key Responsibilities

Archival Management

- Identify, appraise and co-ordinate preservation and storage of historically significant records and artifacts pertaining to the presence and work of the Sisters of the Good Shepherd and their partners in mission across Australia and New Zealand.
- Accession new archival materials, maintain the catalogue and manage the preservation of documents, photographs, audiovisual materials, and artifacts.
- Develop, maintain and ensure the correct use of the GSANZ Records Retention Schedule as well as Disposal Guidelines in keeping with legislative requirements and the GSANZ records and risk management policies.
- Maintain and further improve the digital Archive Management System for the recordkeeping and storage of all archive material and ensure all documents, multi-media items, physical artefacts and works of art are documented on the Archive Management System.
- Co-ordinate the valuation, insurance and safe display of artefacts.
- Apply processes, policies and procedures as needed for the archives area and contribute significantly to the review of the Record Management and Archive Policy in consultation with relevant staff.
- Maintain and update archives operational documentation, databases and accession registers.
- Review the existing records collection in the care of third-party off-site storage providers and make recommendations regarding future management of records stored offsite.

Access and Reference Services

- Support Sisters, staff, researchers, and other authorised stakeholders in accessing archival materials in keeping with privacy and confidentiality legislation and GSANZ policies.
- Research and interpret historical records and where required provide historical context along with the requested records.
- Collaborate in the creation of exhibits, presentations, or publications that share the history of the Sisters of the Good Shepherd and their mission in Australia and New Zealand.
- Adopt continuous improvement practices to ensure the ongoing security, accuracy, and accessibility of records.
- Maintain and promote knowledge of current archive record keeping standards and practices.

Resource Management and Reporting

- Develop and oversee the annual recurrent budget for the Archives service stream.
- Collaborate on capital works projects relating to the archive collection.
- Prepare and present internal reports for leadership.
- Prepare correspondence and external reports as required.

Outreach and Education

- Promote awareness of the Good Shepherd charism heritage and mission service in Australia and New Zealand.
 - Provide Sisters and colleagues with records management advice, support and training in the management of records.
 - Actively contribute to Good Shepherd publications, online platforms, social media, and events.
 - Contribute to the shared work of the Heritage Team and participate in working groups and committees such as the Risk and Compliance Committee and Memorial Committee.
 - Collaborate with other religious archives and historical societies.
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Responsibilities of Good Shepherd Employees

Strategy

- Deliver service aligned with team operational plan and Good Shepherd's strategic plan
- Contribute to development of team plan
- Demonstrate understanding of social justice and community capability building concepts

People

- Demonstrate commitment to own learning and development
- Contribute to development of a high-performance team through demonstration of capabilities outlined in Good Shepherd's leadership capability framework
- Participate actively in regular formal supervision
- Share knowledge and practice insights with colleagues
- Take responsibility for own wellbeing

Clients

- Deliver best practice service to clients in line with agreed goals/contribution
- Seek feedback from client/stakeholders/peers in order to reflect and improve on service support for own practice
- Maintain a client-centred approach to service delivery at all times

Service Delivery and Operations

- Deliver all services in line with service standards and program procedures
- Maintain accurate data, information and reporting at all times
- Maintain agreed service level agreements
- Provide timely reporting in line with department requirements
- Other duties as reasonably required

Stakeholders

- Liaise effectively with referral network
- Work collaboratively with other service providers to deliver valued outcomes for clients
- Develop constructive, collaborative relationships with other Good Shepherd team members and departments

Compliance

- Demonstrate behaviour consistent with Good Shepherd mission, values, behaviours and policies at all times
- Maintain agreed quality standards
- Maintain OH&S standards at all times

Qualifications, Experience and Mandatory Requirements

- Graduate Diploma in Archives and Records Management, or similar
- Additional tertiary qualifications within Research or History would be valuable

Key Selection Criteria

- Demonstrated strong knowledge of archival principles and methods
 - Demonstrated knowledge of archival conservation techniques
 - Ability to arrange, describe and create finding aids for manuscript, photographic and other collections
 - Ability to work independently and without supervision
 - High level written and verbal communication skills
 - Practical skills in historical research
 - Understanding of and ability to interpret historical context, and an interest in historical stories
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Values & Behaviours

We are all co-responsible for the delivery of the Good Shepherd Mission and living our values by modelling these behaviours in all that we do.

Value of each person | Reconciliation | Justice | Zeal | Audacity

Additional information

Employment is subject to:

- Graduate Diploma in Archives and Records Management or similar
- A current Police Record Check
- A current Working with Children Check (WWCC) or state equivalent
- Proof of the right to work in Australia

The above requirements will need to be supplied and verified prior to commencement

Work Health and Safety (WH&S): All team members are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve WH&S.

Pre-existing injury: The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment.

Equal opportunity: Good Shepherd is an equal opportunity employer. We recognise the rich diversity of people across Australia. We are committed to ensuring that our team is reflective of the diverse community we serve and to supporting a culture of equity, inclusion and diversity. All team members have a responsibility to be familiar with and adhere to the organisation's policies and procedures.

Child Safe Employer: Good Shepherd Australia New Zealand is a Child Safe employer. Employment is subject to satisfactory referee checks, a current employment Working With Children Check, National Criminal History Check and proof of the right to work in Australia.

Cultural competency: Good Shepherd strives to maintain a culturally competent and inclusive workplace. All team members are expected to undergo cultural competence training as part of their professional development plans.

Salary packaging is available to all employees.