

Position Description

Title	Records and Administration Support
Business Unit	Heritage Service Mission and Equity
Location	130 Lonsdale Street, Melbourne
Employment type	Part Time (60.8 hours per fortnight), Ongoing
Reports to	Manager, Heritage Service

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The role of the Records and Administration Support worker will be to support the work of the Heritage Service by leading the work to scope, manage and record the historic out of home care records collections held by Uniting. The person will also undertake records searches, preparing records for release, and assisting with general administration tasks.

This position is also responsible for managing records databases, ensuring they are accurate and up to date, as well as undertaking other records-related tasks that improve the ability of Heritage Services to respond to consumers, including the indexing and digitizing of records.

2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- Members of the Heritage Service Team
- Personnel in other Uniting services

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External

- None

4. Key responsibility areas

Functional

- Capture information as to record creators (including names, dates, establishment details, functions and locations) and record series/records sets ready to populate archival software
- Undertake comprehensive records searches on a range of databases
- Request the retrieval of records from archives and other record holders where directed
- Preparing record-keeping systems, indexes, guides and procedures for archival research and for the retention and destruction of records
- Maintaining computerised and other record management systems and record forms, and advising on their usage
- Controlling access to confidential information, and recommending codes of practice and procedures for accessing records
- Work with Heritage Manager to organize and manage indexing and digitisation of relevant records
- Regularly update and review records databases to ensure they accurately reflect record holdings
- Assist with organization of reunions and gatherings of past residents
- Assist with general administration such as organizing meetings, minute taking, correspondence, mail-outs
- Work closely with administration support workers to ensure consistency and good practice
- Other duties as requested by the Manager, Heritage Service

Collaborative

- Work closely and in collaboration with other members of Heritage team to maintain consistency
- Contribute and share ideas and solutions

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.

5. Performance indicators

- To be agreed with line manager

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6. Person specification

Qualifications

- Tertiary qualification in a relevant field

Experience

- Experience in archives management and principles
- Experience with MS Office, particularly MS Excel

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Understanding of the demands of a flexible working environment with rapidly changing needs
- Good knowledge in the use of Microsoft Office, particularly MS Excel
- Well-developed analytical and problem-solving skills
- Strong attention to detail
- Effective time management and organizational skills
- Excellent verbal and written communications skills
- Ability to perform repetitive tasks while maintaining accuracy
- Ability to respond to service users with kindness and professionalism
- Ability to promote and maintain a positive and collaborative team environment
- Keen interest in the work of the Heritage Service
- Interest in history, particularly as it relates to child welfare
- Ability to persevere with difficult searches

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:	<input type="text"/>
Signature:	<input type="text"/>
Date:	<input type="text"/>