

POSITION DESCRIPTION

COLLEGE ARCHIVIST

CLASSIFICATION	TIME ALLOCATION	REPORTS TO:
Education Support Officer Category C Level 2	3 days per week (0.60FTE)	- Principal - Director of College & Community Engagement

APPOINTMENT TERMS

- Part Time /Ongoing
- The conditions of the Catholic Education Multi Enterprise Agreement apply to this position

ABOUT THE ROLE

The College Archivist will oversee and maintain any material related to the preservation of the archival heritage of the College. He/she will ensure the significance of the historical records of the College by maintaining their relevance and accessibility. The College Archivist is responsible to the Principal via the Director of College & Community Engagement.

KEY RESPONSIBILITIES:

- Documenting College activities for future reference via the collection of physical and digital materials e.g. committee meeting minutes, event booklets, program guides, publications, digital recordings, publications
- Follow up with relevant staff regarding College events and programs, requesting relevant materials
- Preserving all physical materials
- Maintaining digital archive of College photographs, documents and publications
- Ensuring regular back up of digital archive
- Maintain collection of changing College uniform
- Cataloguing the existing collection and continually updating new material.
- Maintaining relevant documentation relating to the College history.
- Co-ordinating displays and collections for various College events.
- Contributing to significant College celebrations e.g. LCAA Reunions.
- Managing the presentation of archival material.
- Undertaking the acquisition of past material of historical significance to the College.
- Consulting former staff and students of the College regarding the collection of relevant material.
- Ensuring correct storage of archival material.
- Managing the disposal of any archival material.
- Investigating the possibility of different types of storage of archival material

- Student Record Management including appraisal and archiving of exit student files and operational documents to fulfil record keeping obligation
- Maintaining relevant documentation and materials relating to history of Jesuit occupation at Loyola Watsonia
- Any other duties as required by the Principal.

MEMBERSHIP

- Australian Society of Archivists

SALARY, CONDITIONS & BENEFITS:

- 0.60 FTE (3 days per week)
- Salary – ES Level 2 (Category C)
- Category C - Seven weeks annual leave. One week is taken in each of the Term's break and four weeks are taken at the end of the school year (except that the last week of January is not available for leave)
- Salary will be decided based on experience and qualifications. Superannuation and Leave Loading will be paid as per current Government legislation.
- Discount of approx. 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College and is granted at the discretion of the Principal.
- Salary sacrifice options (such as Superannuation) as approved by the Principal

OUR VISION:

Loyola, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential.

We aspire to develop articulate, adaptable, discerning and confident young men and women of conscience committed to living the values of Jesus Christ in a global community.

*As a community we recognise that this is best achieved in a welcoming and collaborative environment committed to **Justice, Mercy and Faith.***

CHILD SAFETY:

The successful application is required and expected to be familiar and comply with the College's Commitment to Child Safety, Child Safety and Wellbeing Policy, and Child Safety Code of Conduct Policy and any other policies or procedures relating to child safety

Loyola College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Loyola College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

VERSION:

November 2025