

## ROLE DESCRIPTION

**ROLE TITLE:** Senior Curator, Archival Collections

**CLASSIFICATION:** PO2

**ROLE NUMBER:** P68379

**AGENCY:** [Department of the Premier and Cabinet](#)

**DIVISION:** State Library of South Australia

**BUSINESS UNIT:** Archival Collections

**REPORTS TO:** PO3 Team Leader, Archival Collection Development

**ROLES REPORTING TO THIS ROLE:** Nil

**BUDGET:** Nil

### ROLE PURPOSE:

The Senior Curator, Archival Collections applies specialist professional knowledge and judgement to assess, appraise, and progress the acquisition of unpublished collections across digital and physical formats. Within agreed frameworks, the role independently evaluates complex offers against significance, use, and viability; develops policy-aligned recommendations for ethical, sustainable collecting; negotiates rights and access; and builds trusted relationships with donors and stakeholders to support high-quality collection development and long-term stewardship for the State Library.

### KEY OUTCOMES OF ROLE:

1. Apply specialist professional judgement to assess and appraise offers of acquisition across all unpublished formats, including born-digital material, in accordance with the Archival Collecting Plan and Collections Policy framework.
2. Independently evaluate and recommend potential acquisitions by analysing content significance, use, and viability, and preparing well-reasoned, policy aligned recommendations that support ethical and sustainable collection development.
3. Negotiate and manage rights and access arrangements for archival acquisitions, working with internal and external stakeholders to ensure legal agreements enable appropriate, timely, and ethical access to collections.
4. Create, enhance, and maintain archival catalogue records within the Library's collection management systems to support discovery, access, and long-term stewardship.
5. Contribute specialist expertise to complex acquisitions, including collections with non-standard storage, preservation, digital, or rights management requirements, working collaboratively across teams to support informed decision-making.
6. Provide professional advice and information to clients, staff and stakeholders and contribute to training and guidance to support understanding of the Library's acquisitions procedures and professional standards.
7. Contribute to the development, review, and implementation of archival collecting guidelines and procedures across formats, including manuscripts, digital archives, pictorial material, audio, oral history, and spatial records.
8. Deliver quality, customer-focused information and research services at virtual and physical service points, including specialist advice on archival provenance, rights, and legal agreements.

### KEY RELATIONSHIPS / INTERACTIONS:

- Team Leader Archival Collection Development for guidance, escalation of complex or high-risk acquisitions, approval pathways, and alignment with collecting priorities and policies.
- Colleagues (engagements specialists, archivists, preservation, conservation and collection maintenance staff) to collaborate on appraisal, acquisition, description, access conditions, and long-term stewardship of collections.
- Members of the public and research services staff to provide specialist advice on archival provenance, rights and access, and to support customer enquiries and service delivery at physical and virtual service points.
- Donors, creators, rights-holders and their representatives to assess offers, negotiate donations, deposits, rights and access arrangements, and build trusted relationships that support ethical and sustainable collecting.

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- Other collecting institutions, cultural organisations and peak bodies to collaborate, share professional expertise, and support coordinated approaches to collecting, appraisal and stewardship where appropriate.
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**SPECIAL CONDITIONS:**

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
  - This role requires:
    - Working with Children Check
    - National Police Check
  - The Incumbent will be required to participate in the department's Performance Management Program.
  - The Incumbent may be assigned to another position at this remuneration level or equivalent.
  - Some out of hours work may be required
  - A current SA driver's licence is required
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**KEY SELECTION CRITERIA:**

- Essential Qualification:
  - Degree in fine arts, applied science or science, or
  - Degree in Information Management or Archives Administration, or a degree majoring in history, politics, anthropology, law or commerce, or another degree and eligible for professional membership of the Australian Society of Archivists, or
  - Eligible for Professional Membership of the Australian Library and Information Association.
- Demonstrated knowledge of best practice principles for collecting and curating cultural material, with experience applying professional judgement to develop well-reasoned, policy aligned recommendations that consider significance, provenance, value, cultural sensitivity and ethical considerations.
- Demonstrated up-to-date knowledge of key developments in a rapidly changing technological environment, including issues relevant to born-digital and hybrid collections, enabling effective assessment and evaluation of potential acquisitions across formats.
- Demonstrated ability to interpret legal agreements and to negotiate, apply and manage appropriate rights and access management conditions for archival collections, including facilitating mediated access to undescribed or under processed archival collections where required.
- Knowledge of copyright, moral rights and other rights management considerations, including an understanding of Indigenous Cultural and Intellectual Property (ICIP) principles and their application to archival collections.
- Demonstrated experience in the use of collection management systems and databases, and in the application of technology to support the management, description, discovery and long-term stewardship of collections.
- Well-developed written and verbal communication skills, with the ability to effectively engage with a range of internal and external stakeholders, including donors, researchers and colleagues, and to communicate professional advice clearly and appropriately.
- Demonstrated initiative and professional independence in managing complex work, prioritising tasks and contributing specialist expertise to projects and activities within agreed policy and governance frameworks.

## PURPOSE

- *Making a difference so South Australia thrives*

## VISION

- *The Heart of government*

## DPC VALUES

- Curious
- Courageous
- Connected

## SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- |                          |                                       |
|--------------------------|---------------------------------------|
| ▪ <i>Trust</i>           | ▪ <i>Collaboration and Engagement</i> |
| ▪ <i>Service</i>         | ▪ <i>Honesty and Integrity</i>        |
| ▪ <i>Professionalism</i> | ▪ <i>Courage and Tenacity</i>         |
| ▪ <i>Respect</i>         | ▪ <i>Sustainability</i>               |

## CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

## CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

### Supports and Implements the Strategic Direction

- Understands the big-picture and contributes to the development of strategic direction
- Understands and supports organisational goals and business objectives
- Understands, supports and promotes organisational goals and business objectives
- Steers and implements change
- Identifies, defines and solves complex problems relating to the teams work objectives
- Identifies broader factors, trends & influences across the Public Service that may impact on the teams work objectives

### Achieves Results

- Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes
- Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result
- Ensures compliance with Public Sector legislation, regulations and policies
- Monitors project performance and takes action to improve the delivery of quality outcomes as required
- Values specialist expertise and capitalises on the knowledge and skills of self and others

### Enhances Business Excellence

- Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these
- Keeps abreast of market trends, developments and economic/ legislative changes to meet current and future organisational needs
- Identifies learning opportunities. Gives timely praise and recognition. Deals with under performance promptly, and works towards agreed performance standards
- Embeds a strong customer service ethos by understanding needs
- Monitors expenditure, manages procurement and contract procedures and identifies the appropriate use of resources

### Cultivates Productive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

### Exhibits Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained