



Queensland
Government

Kingston
HUMAN CAPITAL



ROLE INFORMATION PACK

DEPARTMENT OF TREATY,
ABORIGINAL AND TORRES STRAIT ISLANDER PARTNERSHIPS,
COMMUNITIES AND THE ARTS

QUEENSLAND STATE ARCHIVES

**Director, Digital Archives
& Collections**

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12.6.91



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Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts

About the Department

The Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (DTATSIPCA) is responsible for progressing the Treaty process, delivering services for communities and the arts, and providing whole-of-government leadership and coordination in policy, program, and service delivery for Aboriginal and Torres Strait Islander Queenslanders.

Our Vision

To work with Aboriginal and Torres Strait Islander peoples, and non-Indigenous Queenslanders, to build a new future and support thriving communities where all can enjoy high levels of social and economic wellbeing, supported by a vibrant arts and cultural sector.

Our Purpose

To be effective leaders and partners in ensuring Queenslanders thrive socially, economically and culturally.



Our Organisational Structure



Director-General

- Office of Director General
- Internal Audit
- Cabinet and Executive Services



Aboriginal and Torres Strait Islander Partnerships

- Culture and Economic Participation
- First Nations Olympics Program
- Transition Planning
- Regional and Infrastructure Coordination
- Closing the Gap Program Management



Strategic Policy, Legislation and Reform

- Strategic Policy and Legislation
- Truth-telling and Healing Inquiry Response Team



Arts Queensland

- Partnership and Investment
- Strategy and Programs
- Agencies, Governance, and Infrastructure



Communities

- Queensland Veterans Council Secretariat
- Community Recovery
- Community Services
- Queensland State Archives



Corporate Services

- Human Resources and Ethical Standards
- Finance, Procurement and Property services
- Governance and Strategic Communications

Disclaimer: the current organisation structure is subject to change.

Queensland State Archives

What We Do

Queensland State Archives (QSA) connects Queenslanders with their past, the histories of their families, the local community and the state by providing access to Queensland's most significant historical records. QSA also sets standards to ensure government creates and manages its records appropriately in line with the *Public Records Act 2002* and *Public Records Act 2023*. Effective records and information management are at the heart of open, accountable and modern government ensuring records are available for immediate business purposes as well as documenting the decisions and actions of government for the future.



VISION

Connecting Queenslanders with their past to create our shared future.



MISSION

Working together to proactively manage Queensland's public records for people to discover and use.

Our Strategic Priorities 2022-2026



Developing and investing in our people and fostering a culture of collaboration, trust and respect.



Partnering with our information management community to realise effective services through recordkeeping.



Secure important digital records created by government for current and future generations to use.



Being recognised as an archive that supports Aboriginal and Torres Strait Islander self-determination and embraces First Nations' worldviews, knowledge and culture.



Our Work Here

- We build government understanding and capability in the management of records and information to support the efficient and effective management of public records by public authorities.
- We promote and preserve the QSA collection and make it accessible for the benefit of current and future generations.
- We facilitate and increase access to the QSA collection through excellent customer service, strategic stakeholder engagement and community programming. We partner, collaborate, and engage with our diverse Queensland communities in the review, design and operations of services to meet their needs and expectations.
- We create places for Queenslanders to share stories and histories and create a sense of connection.

How We Work

How we work will be central to delivering our strategic plan:

Partnerships

- We are respected, trusted and sought-after by our customers as service providers and partners.

Collaboration and engagement

- We work in collaboration with the public, communities and agencies to achieve shared goals and outcomes, and for greater impact.

Trust and Integrity

- We play an important role in building public trust in government by setting information and records management standards for Queensland Government.

Future Focused

- We look for new and better ways to provide value to the Queensland public, communities and agencies by delivering services that are central to making, preserving and accessing the collection.

Who Does QSA Provide Services to?

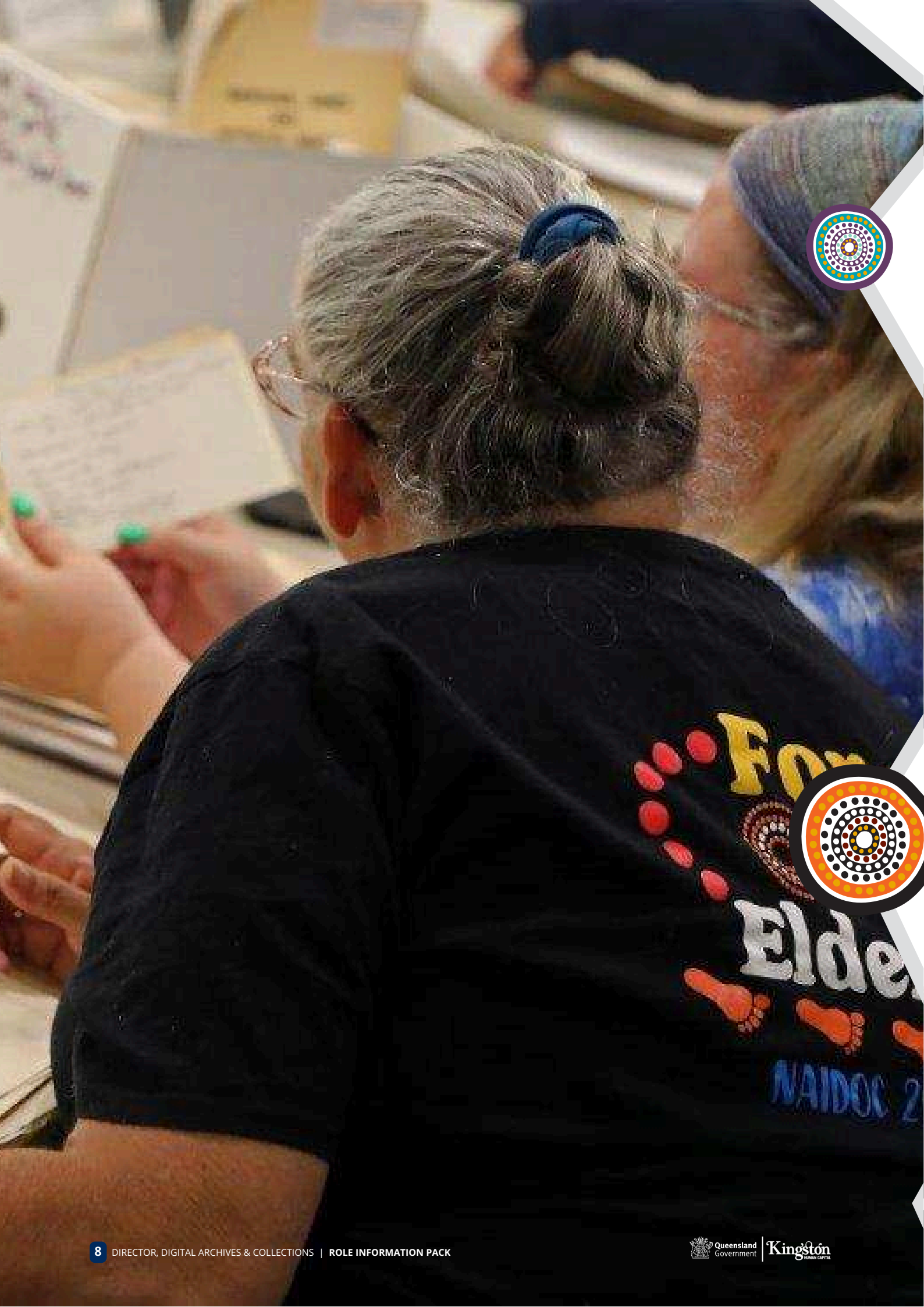
We work with approximately 500 Queensland public authorities including:

- Departments
- Local governments
- Government Owned Corporations
- Universities
- Grammar schools
- Courts
- Ministers and Assistant Ministers
- Statutory bodies and statutory authorities.

How Do We Do This?

For government, we do this by:

- Developing policies, guidelines, training and tools to help public authorities make, keep, manage and preserve their public records.
- Authorising the disposal of Queensland public records.
- Providing an appropriate storage environment for permanent value records transferred to QSA.
- Increasing discoverability and access to records through the archival catalogue, public search room and file issue service.
- Administering restricted access periods for permanent value records held at QSA.
- Working collaboratively with public authorities to develop solutions to the Queensland Government's significant recordkeeping challenges.



About the Team

Profile Queensland State Archivist

Louise Howard has a multi-disciplinary career spanning local and state government and the higher education sector. She is an experienced information management and technology specialist with a strong background in records management and archives, library services, information management strategy and policy implementation. Louise has extensive experience with data and information governance and implementation of digital technologies.

Louise spent several years working with Griffith University in leadership roles in IT Infrastructure and Cloud and as the Director of Research, Specialised and Data Foundations, prior to which she held roles within Queensland State Archives and Transport and Main Roads.

As State Archivist she is currently supporting agencies to prepare for the commencement of the new *Public Records Act 2023*, with the new legislation introducing mandatory standards and a pro-disclosure approach for Queensland public authorities. Louise is committed to leveraging emerging technology and promoting good information governance as a key element of success within digital government. She is focused on building on the successful delivery of a robust and comprehensive digital archive program that will ensure the accessibility and preservation of Queensland's digital records of enduring value. Establishment of a First Nations Advisory Group is also underway, to advise the State Archivist on matters relevant to Aboriginal and Torres Strait Islander peoples' cultural heritage and public records.

Louise is also the current Executive Chair of Council of Australasian Archives and Records Authorities and an Executive Fellow of ANZSOG.

Louise Howard Queensland State Archivist



Team Highlights

Working for Queensland Survey

In the most recent survey, QSA achieved higher than average results in the annual Working for Queensland Survey, which measures Queensland public sector employee perceptions of their work, manager, team, and organisation. Highlights of our survey results include:

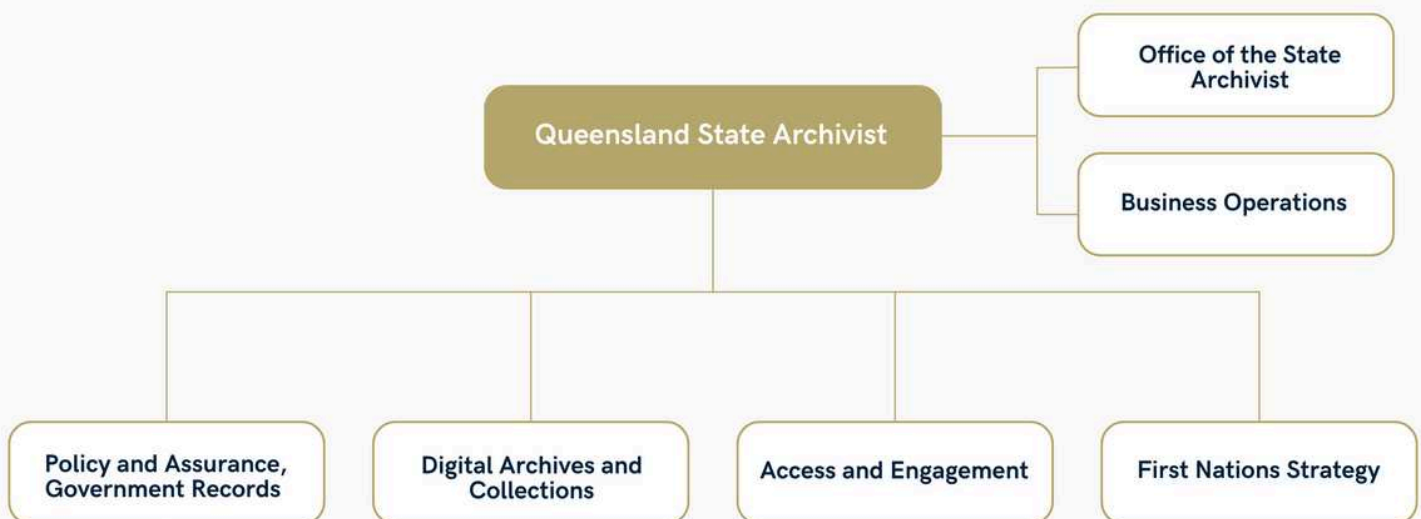
- 89% of staff are proud to tell others they work for QSA
- 91% of staff would recommend QSA as a great place to work
- 84% of staff believe their job allows them to utilise their skills and knowledge
- 89% of staff feel QSA values their wellbeing

Our People

QSA aspires to be a workplace of choice, attracting and retaining high performing staff and establishing a positive and engaged workforce. QSA's staff have a diverse range of specialist skills, comprising archival research, preservation, collection management, recordkeeping, policy, communication, community engagement and facility management. Our people show an unwavering dedication to the preservation, sharing, and celebration of Queensland's heritage.



Queensland State Archives Org Chart



ROLE DESCRIPTION

Director, Digital Archives & Collections

Role Type: Permanent, Flexible Full-time
Location: Runcorn, Brisbane
Division: Queensland State Archives (QSA)

Direct Reports: 2
Reports to: Queensland State Archivist
Total fixed remuneration: \$161,770 - \$169,261
(Based on a full-time, annual arrangement which does not include employer superannuation contributions of up to 12.75% and annual leave loading)

Tandanya-Adelaide Declaration

The 2019 *Tandanya-Adelaide Declaration* is an international archives declaration on Indigenous people and matters.

QSA is a signatory on the declaration and has developed its [Statement of Intent](#) in response. It marks a new approach to sharing and preserving cultural heritage and outlines key actions to embrace First Nations worldviews and perspectives.

What you can expect

- You will provide strategic leadership to a team responsible for managing QSA's physical collection and digital archive, and support the long-term preservation of archival records in all formats.
- You will engage with the archival community to align QSA's practices with international best practice, including continual research into contemporary digital archiving techniques and building digital archiving capability within the organisation.
- You will be responsible for leading the transfers and storage programs for archival records, including securing both digital and physical archival records into QSA's custody, and will control the collection management system and repository management, along with the conservation and preservation of the archival collection.
- You will work collaboratively as part of a team, and engage with a range of stakeholders, including QSA colleagues and public authorities.
- You will enjoy a competitive salary, superannuation, salary packaging, flexible working hours, flexible leave options, a safe and healthy work environment and professional development. Travel across the state may be required.

ROLE DESCRIPTION (continued)

What you will do

- Develop and operate solutions for the long-term management and preservation of the government's information assets in all formats, including identifying and promoting contemporary digital archiving techniques and practices.
- Oversee the management and preservation of the archival collection, in accordance with the *Public Records Act 2002* and *Public Records Act 2023*.
- Provide strategic, high-level advice to the Queensland State Archivist and Deputy Director-General, Communities and other stakeholders as required, on matters related to digital preservation, application of restricted access to archival records and collection management.
- Foster an environment of continuous improvement and client focus for transfer, storage and lending activities aligned with current and future business needs and endorsed standards, ensuring responsiveness and flexibility to meet new or emerging priorities.
- Develop and maintain strong partnerships with a range of government agencies, public authorities and relevant internal and external stakeholders.
- Represent QSA at departmental, state, national and international forums on archival management and cross-jurisdictional initiatives ensuring effective negotiation of relevant issues.
- Support and foster a trauma informed approach to customer support and promote psycho-social wellbeing support for staff.
- Lead and manage a multi-disciplinary team, ensuring effective and consistent service delivery and quality outcomes coupled with efficient management of financial and human resources in accordance with government policy and legislative requirements.
- Contribute to QSA's strategic agenda with organisational effectiveness and work collaboratively as a member of the Executive Leadership Team.
- Foster a professional environment to encourage commitment, ethical behaviour, staff wellbeing, skills development, professional growth and continuous improvement.



ROLE DESCRIPTION (continued)

Mandatory requirements

Possession of a tertiary qualification is not a prerequisite for this role however tertiary qualifications and/or relevant learning experience in archives, library, collection management, information management or information technology discipline(s) would be considered highly desirable.

What we are looking for

Technical

- Demonstrated experience in digital archives and/or information management, and collection management.

Vision

- Leads strategically - thinks critically and acts on the broader purpose of the system.
- Leads change in complex environments - embraces change and leads with focus and optimism in an environment of complexity and ambiguity.

Results

- Drives accountability and outcomes - demonstrates accountability for the execution and quality of results through professionalism, persistence and transparency.
- Builds enduring relationships - builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.

Accountability

- Fosters healthy and inclusive workplaces - fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Demonstrates sound governance - maintains a high standard of practice through governance and risk management.

We are looking to find the person best suited for the role - that could be you!

We will holistically assess your knowledge, skills and experience, your capacity for development and your potential to make a future contribution to our department.

We will look at how all of these, including your personal qualities, contribute to and complement the existing team, build on our talented workforce and reflect the diverse views, experiences and backgrounds of Queenslanders.



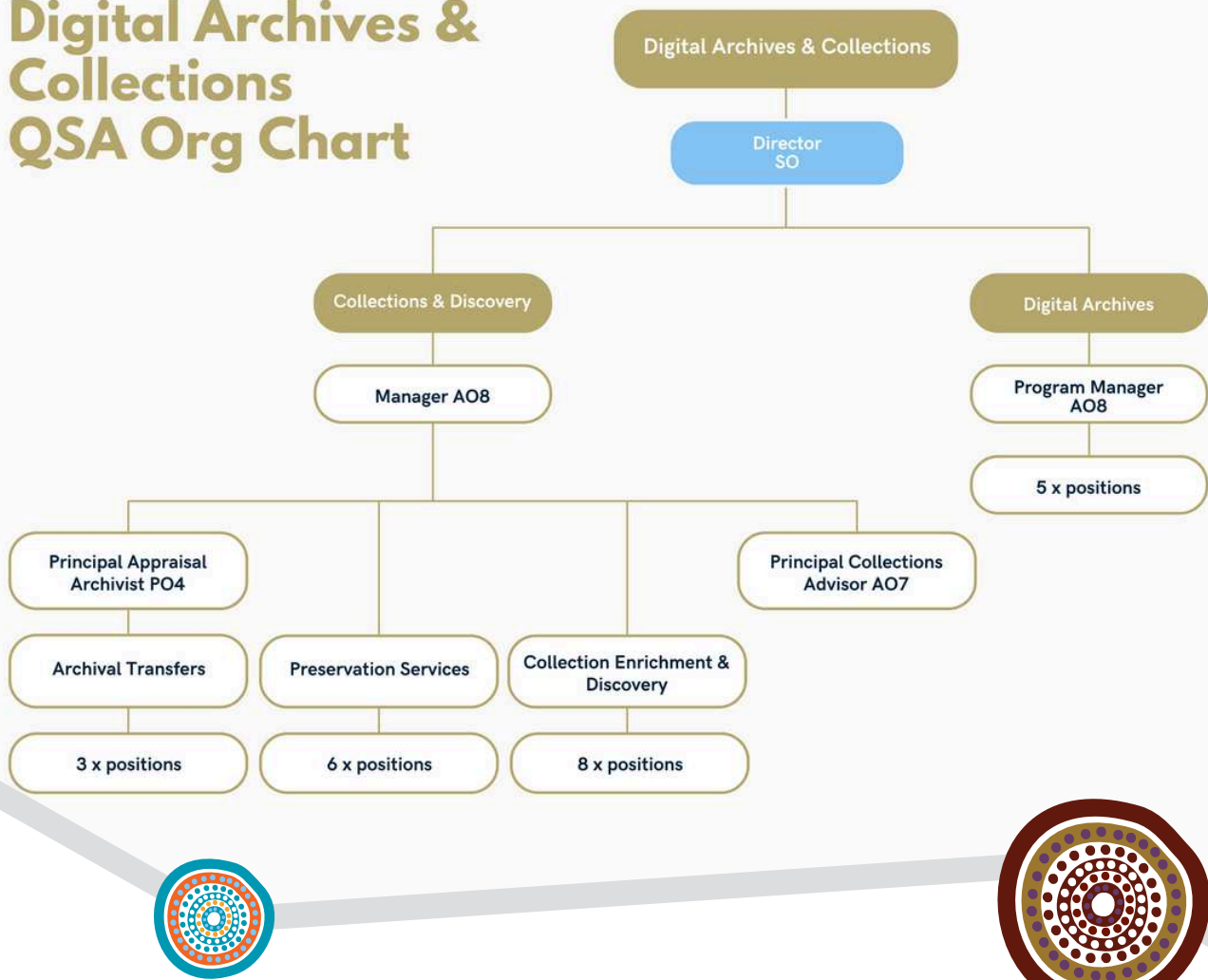
ROLE DESCRIPTION (continued)

What's in it for you

- We strongly encourage enquiries and applications from people with diverse backgrounds including Aboriginal peoples and Torres Strait Islander peoples, people with disability, and people from culturally and linguistically diverse backgrounds.
- We promote a respectful workplace culture that is free from all forms of harassment, workplace bullying, discrimination and violence. We respect, protect and promote human rights, including through our recruitment processes. The department is proud of its White Ribbon Australia (WRA) Workplace Accreditation as part of a commitment to prevent domestic and family violence.
- We will support you to build a challenging and rewarding career while maintaining a healthy work and life balance. Our department is committed to providing employees with access to a flexible work environment and welcomes the opportunity to discuss these arrangements.



Digital Archives & Collections QSA Org Chart



Team Structure

Digital Archives and Collections

The Digital Archives and Collections team main function is to manage, grow and maintain the physical and digital archival collection at QSA.

Digital Archives team is responsible for the implementation and maintenance of digital preservation and storage capability at QSA. The team works with public authorities and other QSA teams to facilitate the transfer and ingest of digitally created permanent value records into the QSA collection and to ensure they are managed, preserved and made accessible now and into the future. The team also liaises with the 'digital archiving-as-a-service' provider to ensure the digital archiving solution is fit for purpose.

Collections and Discovery team is responsible for the management and development of the archival collection. The team consists of:

- **Archival Transfers** - manages the transfer of permanent value public records to QSA from public authorities
- **Collection Enrichment and Discovery** - manages the Queensland State Archives' collection and improves discoverability through enrichment of contextual metadata, maintenance of access protocols and oversees control of records by public authorities in accordance with the *Public Records Act 2002*. The team also manages the temporary loan of records to public authorities.
- **Preservation Services** - preserves archival records in the care of QSA by overseeing integrated pest management, undertaking conservation treatments and providing specialised record conservation expertise to public authorities.

Your Application for Director, Digital Archives & Collections

If you think this role is for you, you will need to provide:

- your **current resume** (of no more than four pages) containing details of two referees (with at least one referee who has a thorough knowledge of your work behaviour, conduct and performance within the previous two years).
- a **statement** (not more than two pages) telling us about yourself and how QSA could benefit from your experience and skills with a focus on:
 - strategic leadership and provision of high-level advice
 - superior stakeholder engagement, particularly with a range of internal and external stakeholders
 - execution and accountability of quality results
 - experience in digital archives environment and/or information management and collection management.

Consider the competencies listed in 'What we are looking for', in particular the behavioural indicators for each competency provided in the [Leadership competencies for Queensland](#).

Please also let us know if there is any assistance we can provide that would help you to participate in the recruitment process. Our commitment to cultural safety, equity and inclusion means that our selection decisions will not be influenced by whether an applicant has need of assistance or a subsequent workplace adjustment.

Your Contact

Michelle Bassett

Director, Recruitment & High Performance

Kingston Human Capital

P 0400 442 280

E michelle@kingstonhumancapital.com.au

[CLICK HERE](#)
to apply
now!



Important Information

- Visit us to find out more:

[Aboriginal and Torres Strait Islander Partnerships](#)

[Communities](#)

[Queensland State Archives](#)

[Arts Queensland](#)

[Youth and Safer Schoolies](#)

[Path to Treaty](#)

- Applications remain current for 12 months and may be considered for identical or similar vacancies (these may be at a different location).
- A probationary period may apply to successful applicants to permanent roles who are external to the public service (unless advised otherwise).
- Successful applicants will be subject to a suitability for employment screening relevant to their role and must disclose any previous serious disciplinary action.
- Newly appointed public service employees are obliged, within one month of starting duty, to make a disclosure of any employment as a lobbyist in the previous two years.
- To be eligible for permanent appointment, applicants must provide proof of Australian citizenship, permanent residency or a right to stay indefinitely. To be eligible for temporary appointment, applicants must provide proof that they can legally work in Australia for the period of the vacancy.
- Applicants who have been paid a voluntary early retirement, redundancy or retrenchment payment from a Queensland Government entity are required to indicate this in their application

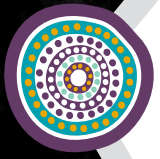
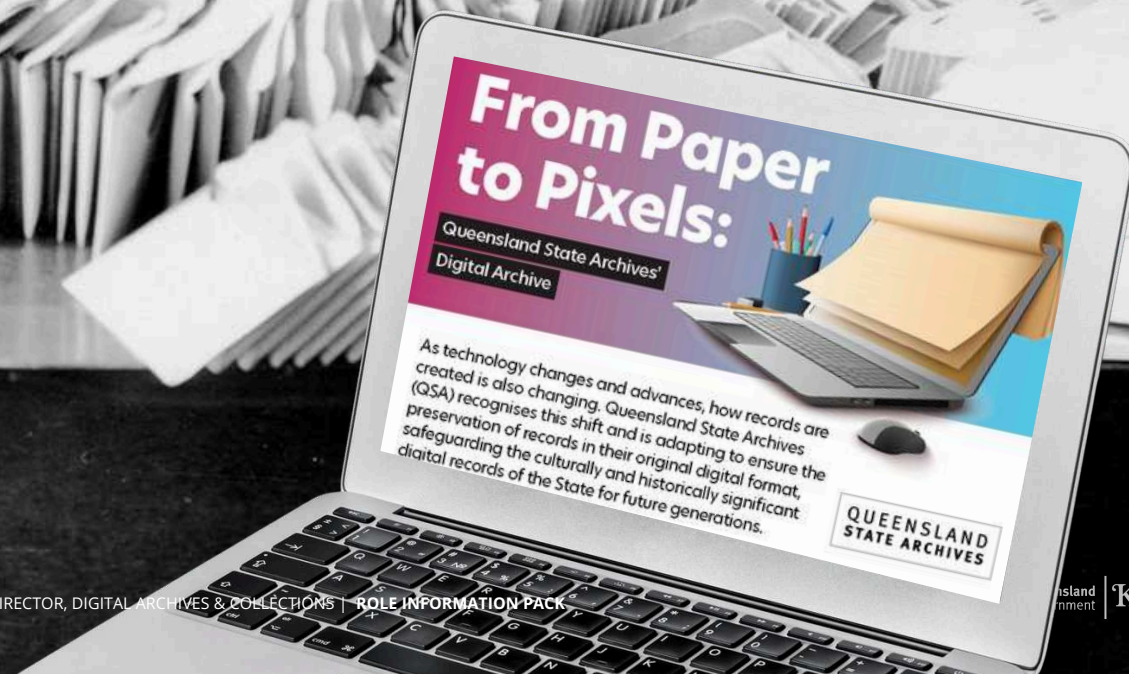
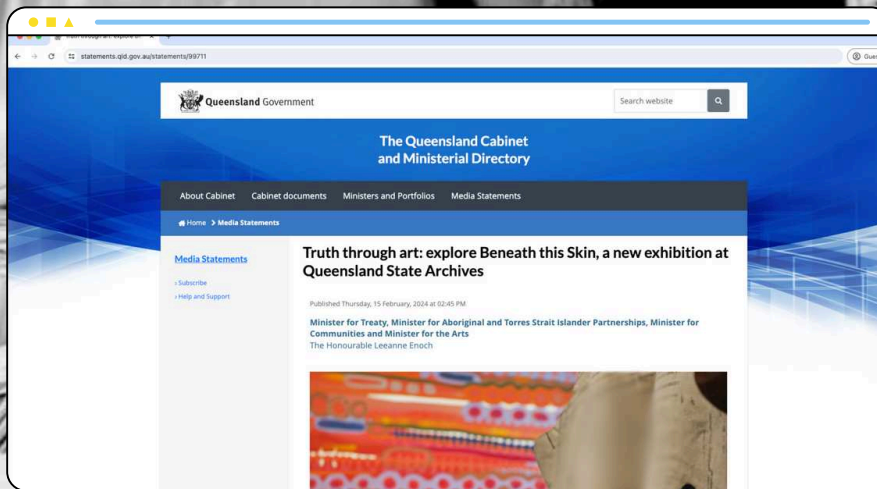
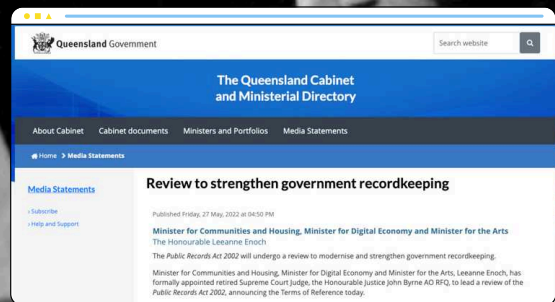
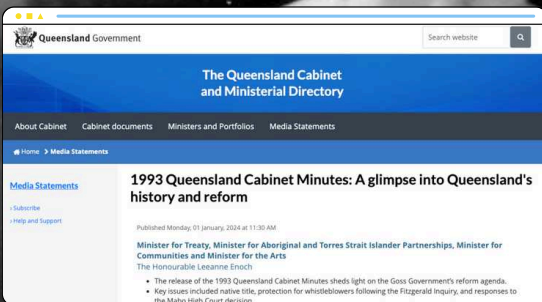
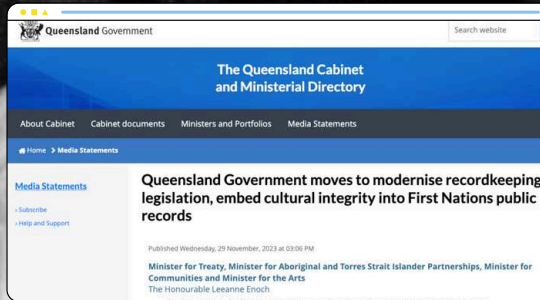
Relevant Documents and Links

Click on the images to learn more about Queensland State Archives.



Media Releases

Click on the images to read through Queensland State Archives media releases and articles.



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