



Job Profile

Senior Archivist

Group: Water and Environment Services

Job Summary

To be completed by People and Culture team			
Job Family	Administration	Career Stage	D
Job Function	Document Management	Career Stream	Professional
Coverage <small>EA = Enterprise Agreement ICE = Individual Contract of Employment</small>	EA14	Last Modified Date	28/09/2026
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	Team Size	0
People Leader	No	Indirect Team Size	0

Who we are

At Sydney Water, we exist for our customers. We're more than 3,500 people working together, striving to do more and be better—better for the environment, our customers, our people, and our water. Our people are passionate about working together, and driving agility, accountability, innovation, sustainability, and exceptional customer experiences.

Sydney Water is the main provider of water, wastewater, recycled water, and stormwater services in Greater Sydney. Our employees are dedicated to our customers, ensuring services are reliable and affordable, we are proactive and easy to engage with, forward-thinking, and environmentally focused.

Working with us means helping to provide essential services, safeguarding Sydney's future with a sustainable water supply, and protecting our iconic waterways. Our strategy guides our journey to enhance customer outcomes and continue delivering robust services to our city into the future.

Job Purpose

To maintain and administer the archive collection in accordance with prevailing professional standards, ensuring Sydney Water's archival responsibilities and obligations are met. To facilitate internal business and external stakeholder access to the collection holdings within prevailing legal and policy contexts. To lead and contribute to the curation of archive and artefact displays and other initiatives which promote Sydney Water's significant water history.



<p>Job Specific</p>	<ul style="list-style-type: none"> • Curate an archive collection which underpins Sydney Water's historical water narrative and supports the organisation's heritage and education initiatives. • Develop and implement a collection management policy to accept or reject material submitted to the archive and guide the overall direction of the collection and its purpose. • Apply appropriate retention / disposal authorities to manage, transfer or dispose of collection material. • Apply metadata to materials within the collection. • Lead the innovation of improved methods of record documentation, management and access for both internal and external stakeholders, having regard for the sensitive nature of operational asset information. • Develop and implement strong documentation processes to identify and manage archive collection material. • Prepare transfer plans and facilitate the transfer of holdings into the State Archives Collection of the Museum of History New South Wales. • Oversee the administration and management of collection material stored offsite in record repositories. • Provide access to the archive collection by applying access directions and internal policy. • Support GIPA team enquiries with timely responses and collection access which meets Sydney Water's statutory obligations. • Manage external contractors undertaking sentencing, conservation and digitisation activities for the collection. • Support the Sydney Water Heritage Team with administration of the moveable heritage collection and implement consistent collection management policy across both collections. • Facilitate historical tours, education seminars and other business initiatives which celebrate Sydney Water's history. • Support internal marketing, media and education groups with access to material as required. • Support access to information and participate in initiatives as required for the Water Board Former Employees Club (WBFEC). • Facilitate and manage loans of original material (as required and legally permitted). • Conduct basic archival conservation functions (as required). • Store collection in accordance with prevailing professional standards, reflecting material condition and format. • Other archive collection and heritage related duties as directed. • Conduct all work in a safe and responsible manner consistent with Sydney Water business legal requirements, policies, systems and processes. • Contribute to a high performing team culture. • Demonstrate commitment to the improvement of safety, customer, health and environmental outcomes. • Support compliance, business continuity and disaster management planning activities. • Demonstrate Sydney Water values and behaviours. • Participate in a constructive and supportive working environment. • Provide input to prioritisation and daily task allocation as required by your manager. • Provide input to prioritise work across the team.
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Role Requirements

Education / Qualifications

Required	<ul style="list-style-type: none"> Qualifications in archives, records management or information studies (or equivalent professional experience over several years) NSW Driver's License
Desired	<ul style="list-style-type: none"> N/A

Certifications / Licences

Required	<ul style="list-style-type: none"> Eligible for membership of Australian Library and Information Association (ALIA), Australian Society of Archivist (ASA) or Records and Information Management Professionals Australasia (RIMPA)
Desired	<ul style="list-style-type: none"> N/A

Experience

Required	<ul style="list-style-type: none"> Knowledge of relevant legislative obligations and professional standards. Experience applying retention / disposal authorities and collection development policy. Experience in the description, categorisation, digitisation, storage, preservation and retrieval in a range of media and formats. Experience identifying and evaluating collection holdings - to determine their relevance to requests for information, including application of access directions or internal policy on sharing of information assets. Ability to work with minimal supervision. Effective communication and interpersonal skills. Archival services coordination and delivery tracking. Digital literacy.
Desired	<ul style="list-style-type: none"> Experience in the sentencing and transfer of records to Museums of History New South Wales. Experience implementing and/or administering a Digital Asset Management System (DAMS). Experience with information management systems including TRIM etc.



Capabilities and Skills

The capability and skill requirements for this role are identified in the skills profile listed below. This is comprised of Enterprise Capabilities, that are essential for all roles and functional skills, which are specific to each role.

Enterprise Capabilities (C-E)			
Capability	Descriptor		
Accountability	Ensures that own actions and those of others are focused on achieving goals and owning the outcome, in a safe, inclusive collaborative way.		
Agility	Adapts readily to change and encourages alternative views by using a range of interpersonal communication skills. Develops and coach's others while being aware of impact on others.		
Innovation	Develops innovative outcomes to solve problems in ways that are not immediately evident and encourages new ideas and thinking in others.		
Functional Skills			
Skill	Priority	Essential or Desirable	Proficiency level
Historic Preservation	1	Essential	Advanced
Records Management	2	Essential	Advanced
Organizational Skills	3	Essential	Advanced
Document Management	4	Essential	Advanced
Document Processing	5	Essential	Advanced
Data Synthesis	6	Essential	Advanced
Interpersonal Communications	7	Desirable	Intermediate
Teamwork	8	Desirable	Intermediate
Stakeholder Management	9	Desirable	Intermediate
Proficiency Level Descriptors			
Developing - Building practical experience, needs continued coaching.			
Intermediate - Independent execution, minimal guidance.			
Advanced - Fully independent execution, coaches' others.			
Mastery - Strategic, sought as expert internally and externally.			

Additional notes

Sydney Water takes the safe provision of its services to the public and the protection of its information assets extremely seriously. As a Sydney Water employee, you are required to understand your obligations under the [Acceptable Use of Information Technology Policy](#) and how Sydney Water's Information Technology is to be used. You must also help keep your workplace secure by ensuring you do not enable non-authorised people access to sites, maintain the integrity of locked entries and exits, and where appropriate, alarms being engaged.

Sydney Water requires all users to embrace and adhere to all enterprise and protective security policies, awareness programs and frameworks for Sydney Water assets.