



Position Description

Position:	Heritage Gallery Manager
Position Status:	0.7 FTE through to full-time, ongoing
Classification:	Level 7, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Annual Leave:	5 weeks' annual leave to be taken during term-time breaks (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days)
Reports to:	Head of Library Services. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Truth and Excellence, Character and Integrity, Service and Leadership, Care and Respect and these provide an enduring foundation for dynamic learning. The College Mission is to provide strength, breadth, balance and quality and, as such, we are committed to providing a rigorous academic program focused on each student reaching their potential.

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates.

Context of the Role

The Heritage Gallery Manager is part of the Library Services department which incorporates the Heritage Gallery and Archive, the Libraries and Video resources in the College. The Heritage Gallery and Archive are an integral part of the PLC community both past and present and also are a significant part of the local and national historical conversation. The Heritage Gallery and Archive include a Gallery space and Archive.



The Heritage Gallery Manager has a team that includes the Archive Technician and PLC Old Collegian volunteers. All members of staff in the College will also be aligned to the College's goals, as set out in the strategic plan.

Position Overview

The Heritage Gallery Manager is responsible to the Head of Library Services. This position will actively promote PLC's pre-eminent role in pioneering women's education in Australia. The role has overall responsibility for the acquisition, organisation, conservation, preservation, display and access to PLC's archives collection; both physical artefacts and digital records.

The role involves managing the preservation of archival materials and artefacts; organising and implementing a calendar of creative and innovative exhibitions; ensuring strong engagement with young and old alike through developing educational programs for PLC students in both Junior and Senior Schools and building and maintaining strong community connections with the PLC Old Collegians, local communities and significant national institutions. The Heritage Gallery Manager also facilitates the accessibility of archival material for Old Collegians, students, staff and parents.

Key Responsibilities:

Examples of duties include but are not limited to:

- Review existing collection on an ongoing basis
- Review and identify issues of policy guidelines related to risk management and the preservation of and access to the collection and make recommendations on an ongoing basis
- Provide advice and professional expertise as well as plan and manage the conservation, preservation, arrangement, description, discovery and accessioning of a range of archival materials both digital and physical
- Direct the Archive Technician in the accessioning, processing and cataloguing of the archival materials in PLC's collection
- Direct the acquisition and selection of new archival materials in accordance with the PLC Heritage Gallery and Archive policy guidelines
- Manage and implement a calendar of creative and innovative rotating exhibitions of Archival artifacts in order to make connections with PLC Old Collegians and the wider community; and to ensure the visibility and accessibility of the PLC Archive collection and to promote PLC's importance in our national history
- Develop and maintain a digital presence for the PLC Heritage Gallery to promote PLC's significant position as a pioneering leader in women's education in Australia and to increase visibility, accessibility and communication
- Lead the Heritage Gallery and Archive team in the arrangement, description, listing, rehousing, cataloguing and display of archival materials to ensure the future availability of this unique and valuable collection to the PLC community, the wider community and local and national institutions
- Ability to lead the development, implementation and continuous improvement of archival collections workflows and procedures
- Work with the College to identify and prepare collections for digitisation and preservation
- Maintain positive professional relationships with libraries, archives and professional organisations
- Ensure provision of suitable ongoing training to Archive staff and volunteers to ensure the successful progression of the collection



- Work with the Head of Library Services to develop a vision for the future of PLC Archive and Heritage Gallery
- Attend College and PLC Old Collegians events on evenings and weekends as required
- As necessary, fill in for short-term absent staff members and ensure the replacement of staff for long-term absences in conjunction with the Head of Library Services and HR

Communication

- Build and sustain excellent positive and friendly relationships with staff, parents, students and other members of the College community across the generations

Organisation

- manage their workflow in an efficient and effective manner
- comply with all relevant legislation, and policies and procedures which may be amended from time to time
- actively contribute to a broad range of school activities and have flexibility to attend after-hours commitments when required
- attend staff meetings and staff professional development days as directed
- ensure the confidentiality and privacy of members of the College community is respected
- undertake all rostered duties

Other Duties

- as directed by the Head of Library Services

Knowledge, Skills and Experience:

- Demonstrated strong knowledge of archival principles and methods including preservation and the handling of rare, old and fragile artifacts
- Extensive experience in digital information technology as it relates to archives and special collections including Library software
- Broad knowledge of and commitment to accepted protocols and international standards for arrangement, display, description, cataloguing and preservation of archival materials
- Demonstrated knowledge of archival conservation techniques
- Experience with:
 - survey and accession
 - appraisal
 - provenance research
 - collection development
 - exhibition display and organisation
 - digitisation
 - reference work and research support
 - transfer arrangements and preparation of archival materials for exhibition and stack, or off-site storage
- able to demonstrate a thorough understanding of best practice in archives and records management procedures
- excellent verbal and written communication skills



- excellent time management and project management skills
- excellent administrative skills with a high degree of accuracy and attention to detail
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community

Key Relationships:

- All Students
- All Staff
- PLC Old Collegians
- Head of Library Services
- Library Services team
- Local community
- Other School Archives
- Local, State and National Libraries
- Local, State and National Archives
- International Institutions

Key Attributes:

- motivated to work with all levels and interests of adults and children alike
- a love of history; particularly school, local, social and Victorian history
- an obvious interest and enjoyment of Archives and their role in the school environment as well as the wider world
- ability to work independently with initiative and flexibility and collaboratively as required
- calm under pressure
- a commitment to ongoing professional learning and growth in skills
- a warm, positive and considerate manner
- commitment to the continual upgrade of personal skills and qualifications
- high level of integrity and discretion

Qualifications / Registrations / Certifications:

- Current Working with Children Check (Employee), essential
- University degree in Arts, Humanities, Social Sciences and/or Information Management
- Post-graduate qualifications in Archives, Records and/or Archival management, Heritage Studies, Conservation studies, or Information Science would be highly regarded
- Maintain current certification and professional membership/recognition with Australian Society of Archivists and/or the Australian Library and Information Association

Additional Information Relating to the Position

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.



We value:

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

We seek to promote the development of staff and students who exhibit the following attributes:

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways
- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

All staff commit to:

- the Christian Ethos of the College
- Child Safety
- the Values and Behaviours of the College
- College policies, Staff Code of Conduct and legislative requirements
- Health, Safety and Wellbeing

Child Safety Commitment

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

Staff Obligation to Child Safety

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 1359 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.



In attending to Child Safety all staff must:

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

Health, Safety and Wellbeing Commitment

Presbyterian Ladies' College (PLC) is committed to providing a safe workplace and learning environment that supports and enhances the health and wellbeing for students, staff, contractors, visitors and volunteers.

PLC will provide and maintain a working environment that is safe and free of risks to health so far as is reasonably practicable, comply with OHS Legislation as a minimum standard, strive to fully integrate health and safety in to all aspects of College activities, establish a leader-led positive safety culture, and continuously promote and improve its health and safety practices.

In attending to Health, Safety and Wellbeing all staff must:

- participate in OHS related induction and training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

Policy and Compliance Commitment

Staff Obligation to Privacy

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.



In attending to policy and compliance all staff must:

- perform their duties in an ethical, lawful and safe manner, and adhere to the compliance obligations relevant to their position
- maintain current registrations and certifications, including compliance with standards and codes of conduct required by professional bodies
- participate in mandatory compliance training
- maintain a current knowledge of, and compliance with the College's policies
- report and escalate compliance concerns, issues and failures

All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.

Mrs Cheryl Penberthy

Principal

May 2023

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.