

Role Description

Senior Archivist



Cluster	Department of Creative Industries, Tourism, Hospitality and Sport
Division/Branch/Unit	Sydney Opera House
Location	Sydney CBD
Classification/Grade/Band	TBA
Kind of Employment	Enterprise Agreement
ANZSCO Code	599999
PCAT Code	1228192
Role Number	TBA
Date of Approval	February 2026
Agency Website	http://www.sydneyoperahouse.com

AGENCY OVERVIEW

The Sydney Opera House is an Executive Agency of the NSW Department of Creative Industries, Tourism, Hospitality and Sport. The Opera House is operated and maintained for the Government of NSW by the Sydney Opera House Trust, which is constituted as a body corporate under the Sydney Opera House Trust Act 1961.

The Sydney Opera House is a living work of art. A place of possibility and wonder - on and off the stage. We bring people together to be uplifted, empowered and entertained.

Our ambition is to be Everyone's House; where we aim to better understand and connect with community; to be a place where everyone feels welcome; to be future ready and to lead and inspire positive change.

To make this real, we are focused on four themes that underpin our organisational values (Creativity, Courage, Inclusivity, Integrity, Collaboration and Care):

- We better understand and connect with community.
- Everyone feels welcome here.
- We are future ready.
- We lead and inspire positive change.

PURPOSE OF THE ROLE

The Senior Archivist will develop and manage the Opera Houses archives collections including the Collected Archive (e.g. the Wolanski Collection) and the NSW State Archives. This role will enhance access to the Sydney Opera House archives by assisting staff and the public with enquiries, and developing and delivering compelling storytelling initiatives including exhibitions. The role will support establishing a Sydney Opera House Collections Management Framework, alongside the Heritage Manager and Senior Collections Officer.

KEY ACCOUNTABILITIES

- Develop and manage the Collected Archives (e.g. Wolanski collection) for the Opera House through the development and implementation of the Collections Management Framework, ensuring best-practice archival standards and legislative compliance.
- Work closely with the Information Management team to develop the NSW State Archives, including the development and implementation of archives transfer plans, access directions and explore distributed management models.
- Establish and maintain robust intellectual and physical control over archival collections for the Sydney Opera House including arrangement, description, documentation, location control and access management, such as the Australian Series System.
- Provide expert advice and guidance across the organisation on archival practice, systems (ensuring metadata integrity, interoperability and discoverability), access, use and risk identification relating to preservation, condition, storage, security or control.
- Develop and deliver policies, procedures, operational plans and projects including management of plans, external consultants and budgets pertaining to the archives and prepare reports to meet organisational, statutory or industry reporting requirements.
- Work with the Senior Collections Officer to curate, research and deliver engagement activities including onsite and online exhibitions, establish online archives catalogues and support other business areas to use and promote the archives to the public.

- Facilitate access to the Opera House archives for internal stakeholders and external researchers, responding to research, access and donation enquiries.
- Build strong relationships and collaborate with broad range of stakeholders externally and internally, creating effective working relationships and deepening an understanding of, and access to, the Opera House collections across state, national and international collecting institutions.

KEY CHALLENGES

- Establishing and embedding new management frameworks, systems and practices within a complex, highly visible performing arts organisation with multiple teams where archives are decentralised across multiple business units.
- Working across multiple technologies and platforms, some legacy and some evolving, while maintaining data integrity and archival standards.
- Adapting archival practice to evolving expectations around digital access, cultural heritage significance and public transparency for a World Heritage listed site.

KEY RELATIONSHIPS

WHO	WHY
Internal	
Heritage Manager	• Provides guidance and advice • Receives regular updates on key projects, issues and priorities and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Records Team Lead	• Develops and implement state archives transfer plans • Provides expert advice in archival management
Head of Building Information and Certification	• The Building Information team is responsible for the maintenance of the Collections Management System (ARGUS) and building-related state archives • Develop archives management systems with Building Information team
Senior Collections Officer	• Work closely together to collaborate on development and implementation of a Collections Management Framework • Provide expert advice in archival management • Developing and implementing storytelling initiatives with team
Heritage Officer & Coordinator	• Developing and implementing storytelling initiatives with team
External	
Museums of History NSW	• Obtain information and guidance on key policy, compliance and planning and heritage related issues • Foster communication and collaboration.
Collecting institutions	• Maintain effective and collaborative stakeholder relationships, establishing the Opera House as a leader in archival management. • Consult and collaborate on projects as appropriate. • Stay up to date
External service providers	• Work collaboratively to ensure consistent interpretation and application of guiding heritage documents, policies and legislation. • Manage contracts and monitor provision of service to ensure compliance with contract and service arrangements. • Consult, provide and obtain information, negotiate required outcomes and timeframes. • Resolve and provide solutions to issues.

ROLE DIMENSIONS

Decision Making

The Heritage Manager has oversight of the Sydney Opera House Collection, comprising a Corporate Collection (including decorative items, significant building materials used for maintenance), a Cultural Collection (a permanent collection of collected archives and heritage items including artworks). This role refers to the Heritage Manager for decisions requiring significant change, project outcomes or timeframes; are likely to escalate and create contentious precedent; require a high administrative or financial delegation; or submission to Executive.

The Senior Archivist makes decisions regarding archival arrangement, description, systems configuration, access processes and research priorities within established standards, legislation and organisational policy. The role also exercises judgment in dealing with a range of operational and/or conceptual tasks and problems with reference to established standards, practices and procedures.

The Information Management (IM) team sets the strategic direction and implements records management, and is responsible for records and NSW State archives compliance in accordance with NSW legislation and regulations. This role refers to the IM for strategic direction on NSW State Archives and escalates matters relating to compliance with relevant legislation and regulations.

Reporting Line

Heritage Manager

Direct Reports

Nil

ESSENTIAL REQUIREMENTS

- University qualifications in relevant subject (e.g. arts, history, museums studies, information management), acceptable for professional membership of the Australian Society of Archivists (ASA).
- Minimum of 10 years' experience working as an archivist in a museum, heritage site or collections.
- Knowledge of NSW government legislation or policies relevant to archival and records management, specifically the State Records Act.
- Demonstrated leadership in archives management and promotion.
- Demonstrated experience in management and delivery of archives conservation projects (e.g. preservation, digitisation, system management) and the curation, management and delivery of storytelling initiatives public audience (e.g. exhibitions, public programs) with a proven record of achievement.
- Strong writing skills and advanced communication and customer service skills.
- Ability to work independently and as a team player.
- Demonstrated high level of personal integrity and confidentiality due to the access of highly sensitive organisational information.
- Analytical skills for solving complex problems.
- Demonstrated experience in collaborating with peers from other business units (e.g. IT, cybersecurity, engagement) on joint projects.

CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
	Display Resilience and Courage	Adept
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Foundational

Focus Capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display resilience and courage	Adept	- Be flexible, show initiative and respond quickly when situations change - Give frank and honest feedback and advice - Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately - Raise and work through challenging issues and seek alternatives - Remain composed and calm under pressure and in challenging situations
Personal Attributes Manage self	Adept	- Keep up to date with relevant contemporary knowledge and practices - Look for and take advantage of opportunities to learn new skills and develop strengths - Show commitment to achieving challenging goals - Examine and reflect on own performance - Seek and respond positively to constructive feedback and guidance - Demonstrate and maintain a high level of personal motivation
Relationships Communicate effectively	Adept	- Tailor communication to diverse audiences - Clearly explain complex concepts and arguments to individuals and groups - Create opportunities for others to be heard, listen attentively and encourage them to express their views

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		• Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences
Results Think and solve problems	Adept	• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potentials problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Business Enablers Technology	Intermediate	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Use available technology to improve individual performance and effectiveness • Make effective use of records, information and knowledge management functions and systems • Support the implementation of systems improvement initiatives, and the introduction and rollout of new technologies
Business Enablers Project management	Adept	• Understand all components of the project management process, including the need to consider change management to realise business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult stakeholder to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects