



Archivist – Transport for NSW

- Join one of the largest Archiving teams in NSW
- In this customer focussed role you will focus on developing innovative archiving and disposal services to clients across the Transport Cluster
- Permanent, full time opportunity
- Transport Service Grade 7 (\$89,649 - \$100,407), plus employer's contribution to superannuation and annual leave loading.

Transport for NSW is currently recruiting for an **Archivist**.

This busy and diverse role will suit someone who enjoys a challenge. You will join a large, collaborative and supportive team of archivists and play a key role in developing innovative archiving and disposal services across the Transport Cluster of organisations.

The Archivist provides expert advice and ensures the legislative, evidentiary and organisational recordkeeping requirements of TfNSW and its Operating Agencies are met to ensure appropriate accessibility, protection and preservation of records. The position assists with the management of archives, conducting appraisals and sentencing and destruction of records as appropriate to meet compliance with the State Records Act 1998. It focuses on ensuring a high level of service provision and client satisfaction and works to continually improve the quality of business services provided and value for money.

For more information on [Transport for NSW](#) and [how to apply](#) for this dynamic position or to view a complete [position description](#), please click on the links provided.

Please apply online through www.jobs.nsw.gov.au. For enquiries please contact Duncan McKenzie on 02 8574 3747 and quote **00003JM3**.

Applications close: 11.59pm Sunday, 29 March, 2015

Note: All successful candidates will be subject to Background checks including Criminal Record checks.

Transport for NSW

Transport for NSW is driving the creation of a coordinated and efficient transport system, focused on meeting the needs of customers and supporting the development of the State.

The organisation is responsible for improving the customer experience, planning, program administration, policy, regulation, procuring transport services, fleet assets, infrastructure and freight. It provides exciting long-term career opportunities.

Selection Criteria

Please note that candidates must respond to selection criteria as part of their application.

When preparing your application - Your written application must stand on its merits. If you do not demonstrate how you meet the Selection Criteria (Skills/Experience) for the position you will not proceed through the selection process. The completeness and relevance of your application will determine whether or not you are called for an interview.