

Position Description

Local History Officer

<i>Directorate</i>	Community Development
<i>Department</i>	Libraries
<i>Job Family</i>	Officer
<i>Reports to</i>	Manager Libraries and Local History
<i>Direct Reports</i>	N/A
<i>Indirect Reports</i>	N/A
<i>Location</i>	Paraburdoo
<i>Industrial Instrument</i>	Shire of Ashburton Industrial Agreement 2026
<i>Classification</i>	Level 3

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to the community.

Values

Respect	Openness	Teamwork	Leadership	Excellence	Health & Wellbeing
---------	----------	----------	------------	------------	--------------------

About the Role

Role Objective / Purpose

To support the preservation, development and promotion of the Shire's local history collections through the delivery of high-quality customer service, research assistance, stakeholder engagement and administrative support, ensuring accessible, accurate and community-focused local history services.



Key Role Outcomes

The key responsibilities of the Local History Officer include:

- Undertaking regular travel to towns across the Shire of Ashburton to liaise with colleagues, community groups, stakeholders, and residents, under the guidance of the Manager Libraries.
- Assisting with the ongoing maintenance and updating of cemetery records using the relevant software and working collaboratively with internal stakeholders to ensure data accuracy.
- Developing and sustaining partnerships that support local history research, collection development, and increased community participation.
- Providing leadership and guidance to library staff in responding to local history enquiries.
- Delivering high-quality customer service through a positive, approachable, and engaging manner.
- Delivering training to staff and community members in the use of local history resources and associated equipment.
- Recording, cataloguing, and maintaining local history records within Shire systems, including but not limited to, the library's online management system (SPYDUS).
- Supporting various ad hoc tasks related to local history as directed by the Manager Libraries.
- Operating technical equipment for document scanning and digital archiving.
- Editing and enhancing photographs to improve image clarity, particularly for aged or deteriorated documents.
- Using transcription software tools to digitise and preserve oral or written historical materials.

Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role, outline required outcomes and set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.



Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which apply at all times, to all staff, in all roles.

Competency	Required Level
Health and Safety	Intermediate: Assists in the development of JSAs, SWMS, and other safety procedures for own work area. May coach newer or more junior staff in safety procedures. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal Legislation.
Accountability	Advanced: Manages and plans own work but may perform work under limited supervision or direction. Work projects may be managed by more senior decision makers. Implements tools to keep track of a wide range of tasks, priorities, and due dates. May supervise or direct work of others in a single business unit. Given broad direction and limited guidance with performance measured against objectives.
Judgement and Decision Making	Intermediate: Work process and procedures generally routine, with exercise of some discretion. Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for complex or intricate problems in own work area and external matters. May make decisions on use of resources which may impact outside the work area or on clients. Applies knowledge from a wide range of rules.
Time Management	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.



Customer Service	Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters. The employee will reflect and always demonstrate the Code of Conduct of the organisation, its values and work with the highest level of integrity.
-------------------------	--

Financial Management	Fundamental: Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities.
-----------------------------	--

Leadership	Intermediate: Required to influence and lead a small team or functional area. Leadership by oversight, supervision, and participation.
-------------------	---

Role Specific Competencies

These are the specific competencies required of the role.

Competency	Required Level
Problem Solving	Advanced: Solve problems where there is a lack of definition requiring analysis of a number of options, including new problems outside developed or learned skills and knowledge.
Policy or Legislative Interpretation	Advanced: Require a conceptual understanding of policy and interpretation in the application of policy or precedent.
Supervision Skills	Intermediate: Supervise various functions within a work area or activities of a complex nature or lead large groups at the work face.



Conflict Resolution	Intermediate: Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation.
Communications Skills	Intermediate: Business level written, and verbal language skills expected for most roles where a major portion of the communication is written. This includes ability to use standard office programs, including formatting, spellcheck and use appropriate grammar. Able to resolve minor matters.
Report Writing	Intermediate: Undertake initial or straightforward drafting of reports, submissions, or non-standard correspondence.
Administration Skills	Advanced: Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems.
Policy and Procedure Development	Fundamental: Research, develop and recommend changes for internal procedures or work processes related to job function.



Licenses, Registrations, Memberships or Qualifications Required of Role

- Current Drivers' Licence (Minimum C Class).
- Current National Police Clearance (within 6 months of commencement).
- Working with Children Check

Experience, Skills, Knowledge Required of Role

- Relevant experience (or demonstrated passion) in local history, history preservation, or community engagement.
- Proficiency with Microsoft Office suite of software.
- Highly desirable – Local Government experience.

Confirmation

I have received, read, and familiarised myself with this position description:

Name _____

Signed _____

Date _____

Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.

