

## Position Description

<b>Position Title</b>	Local History Specialist
<b>Position Number</b>	6075
<b>Program</b>	Canning Community
<b>Sub-Program</b>	Community Learning
<b>Industrial Instrument</b>	This position is covered by the City's Enterprise Agreement
<b>Classification/Banding</b>	Salaried Officers, Level 2D-3C
<b>Reports to</b>	Coordinator Library Services
<b>Primary Location</b>	Hillview Intercultural Community Centre, Riverton, Cannington, CREEC or Willetton Library <i>Or any other location as required by the City</i>

## Vision and Values

At the City of Canning our vision is to be a **Welcoming and Thriving City**.

This vision is supported by our three values:

### Respect

- We treat others with respect.
- We are honest and respectfully authentic always.
- We trust and are trustworthy.

### Working Together

- We thrive on collaboration and connection to create value for the community.
- Together we go the extra mile and appreciate everyone's effort.
- We freely share our knowledge, our successes, and the lessons we learn from mistakes.
- We learn from the past and focus on the future.

### Inclusive

- We ensure everyone is welcome and their contribution is appreciated.
- We genuinely care and appreciate the efforts of all.
- We embrace our differences.

## Position Overview

This position plays a key role in preserving, curating and promoting the history and heritage of the City of Canning. This position is responsible for the development, maintenance and activation of the City's local history collections and services. Working collaboratively with internal teams and the wider community, ensures that stories, records and materials of local significance are collected, made accessible and celebrated.

Contributing to the City's strategic goal of a connected, inclusive, safe, vibrant and informed community by fostering a strong sense of identity and place through the preservation, promotion and celebration of local history via programmes, outreach and engagement. This position supports the implementation of key strategic frameworks and plans, currently including but not limited to the City's Strategic Community Plan and Learning City Strategy, and contributes to Canning's ongoing commitment to lifelong learning as a recognised UNESCO Learning City.



## Position Objectives

### Collection Management and Preservation

- Develop, maintain and preserve the City's local history collection in both physical and digital formats, ensuring alignment with contemporary archival standards.
- Oversee digitisation initiatives, metadata creation and digital access pathways.
- Implement best practice for conservation, storage and cataloguing of historical materials.
- Provide expert reference and information services related to the City's local history, supporting community research and access to historical records.
- Acquire, organise and catalogue documentary materials in accordance with best practice and collection development guidelines to ensure the continued relevance and accessibility of the Local History Collection.
- Apply approved preservation techniques and standards to protect and extend the life of fragile or at-risk materials in the Local History Collection.
- Develop and maintain indexing systems and metadata standards to enhance discovery and access of local history resources.

### Community Engagement and Access

- Promote awareness, understanding and engagement with local history through programs, exhibitions, talks, workshops and community partnerships.
- Respond to public enquiries and research requests, supporting community members to access and interpret local history resources.
- Foster partnerships with local historians, schools, cultural groups and other stakeholders.
- Engage with local individuals, families and community groups to identify and acquire/record materials of historical significance, supporting the ongoing development of the Local History Collection.

### Program and Project Delivery

- Develop and deliver a calendar of local history programming aligned with strategic priorities.
- Contribute to broader library initiatives and community development projects through the lens of heritage and local identity.
- Lead or support grant applications, project proposals and collaborative research.

### Content Creation and Storytelling

- Produce accessible and engaging content that shares local stories across various formats - digital exhibitions, social media, publications, etc.
- Work closely with the City's Communications team to highlight historical narratives relevant to civic milestones and contemporary themes.

### Governance and Policy

- Review and develop collection policies and documentation in line with professional standards and organisational needs.
- Ensure compliance with relevant legislation, including copyright, privacy and cultural sensitivities, particularly in relation to Aboriginal and Torres Strait Islander content.

### Staff Training and Multi-skilling

- Provide guidance and training to other staff on accessing local history resources, supporting multi-skilling and ensuring consistent service delivery across the Library Service.



## **Customer Service and Service Delivery**

- Ensure all services are delivered with professionalism, courtesy and in alignment with the City's customer service principles.
- Participate in the provision of general customer service, including floor shifts, reference and information services across the Library Service, to maximise access to collections, services and programmes in a timely and efficient manner.

## **Other:**

- Other duties as required by the Coordinator Library Services.

## Corporate Responsibilities

<b>Budget:</b>	<p>Council adopted budget</p> <ul style="list-style-type: none"> <li>• Authorised to approve budget expenditure as per the Delegation Register</li> </ul>
<b>Delegations:</b>	<ul style="list-style-type: none"> <li>• Authorised to sign documentation within established Policy</li> <li>• Authorised to sign correspondence in accordance with established Procedure</li> </ul>
<b>Code of Conduct:</b>	<p>All employees are responsible for adhering to City's Code of Conduct and the policies and procedures and CEO Instructions that support it.</p>
<b>Workplace Health and Safety:</b>	<p>The City of Canning is committed to ensuring the health and safety of all who contact our works. All employees have responsibilities and accountabilities which are identified as part of the terms and conditions of your employment.</p>
<b>Equal Opportunity:</b>	<p>The City of Canning is committed to equal employment opportunity, inclusion and diversity in the workplace where the rights of individuals are upheld and everyone is treated with respect, fairness, equality and dignity and, where the workplace is free from all forms of unlawful discrimination, harassment and bullying.</p>

## Selection Criteria

### Essential

- Tertiary qualifications in Information Management, Archival Studies, Anthropology, History or a related discipline.
- Demonstrated experience in managing local history or heritage collections, including digital archives.
- Strong understanding of community-led heritage practices and inclusive storytelling.
- Excellent communication and interpersonal skills with the ability to engage a wide range of stakeholders.
- Strong project management skills, including the ability to prioritise and manage multiple initiatives.
- High level of digital literacy, including experience with content management systems, digitisation tools and metadata standards.
- Valid Working With Children Check
- Current valid National Police Clearance
- Current WA Driver's Licence.

### Desirable

- Familiarity with the history and communities of the south-eastern suburbs of Perth or a demonstrated ability to work respectfully with diverse cultural narratives.
- Experience working in a local government or public library context.



## Special Requirements

- Availability to work flexible hours, including occasional evenings or weekends for events or programs.