

Position Description

Position title	VicHeritage Volunteer
Position number	N/A
Division	Civil Justice
Unit/Branch	Registry of Births, Deaths and Marriages
Classification/Grade	N/A
Employment status	Volunteer
Position reports to	Information & Knowledge Management Coordinator
Location	Level 17, 595 Collins Street, Melbourne
Position contact	(03) 9613 5124 / Simon.Kim@justice.vic.gov.au

Registry Mission

The Registry of Births, Deaths and Marriages (the Registry) secures today's records and creates services for the benefit of the community now and into the future.

VicHeritage purpose

The Registry's VicHeritage service plans, develops and designs resources and products to assist the family history community when undertaking research. Volunteers do not provide direct customer support duties otherwise performed by the Registry staff.

Role purpose

VicHeritage volunteers contribute to the Registry's maintenance and enhancement of the Historical Record and Data Collections for the benefit of the broader community.

Key accountabilities

- Enhance the data of the Historical Index Records by transferring data from scanned image or paper format into the Registry system using keyboards.
- Assist in the creation of new Historical databases designed to assist the family history community in the pursuit of their research
- Audit the index records to the Historical Databases.
- Perform project related tasks as required and follow instructions as required by the Information and Knowledge Management Coordinator
- Willingness to work on different and varied projects as required by the Registry.
- Comply with the Department of Justice & Regulation privacy and confidentiality policies and associated procedures to ensure that the collection, use and disclosure of public's personal and health information meet the requirements of the Health Record Act 2001 and the Privacy and Data Protection Act 2014
- Work as a valued member of a team of volunteers dedicated to improving the public database of historical birth, marriage and death records of Victoria.

Key selection criteria

Technical expertise	<ul style="list-style-type: none"> • Ability or desire to learn to read 19th and 20th century handwriting.
Knowledge and skills	<ul style="list-style-type: none"> • Basic computer literacy and ability to type • A standard of performance with a focus on accuracy, data integrity and quality assurance • Proficiency in the English Language
Personal qualities	<ul style="list-style-type: none"> • Ability to both work within and contribute to a team environment and work independently • Willingness to learn and follow direction • A high standard of personal presentation and professionalism • Reliable and dependable • Commitment to and interest in the services of the Registry and the VicHeritage program • Good verbal and written communication skills

Qualifications

This position does not require any formal qualifications. An interest in the history of Victoria and/or family history will be well regarded.

Benefits

The Registry reimburses volunteers for out-of-pocket travel expenses for their journey to and from the Registry for the days that they undertake volunteer work at Level 17, 595 Collins Street, Melbourne. The Registry reimburses volunteers on a quarterly basis by electronic transfer into volunteers' bank accounts.

Working Hours

The Registry's Office hours are between 8 AM and 4 PM, Monday to Friday excluding public holidays. The working hours are subject to negotiation depending on personal circumstances and it is expected that volunteers will make a commitment to a regular time slot within those hours on a weekly basis. Volunteers are required to work minimum three (3) to four (4) hours per week.

Important information

The Department of Justice & Regulation is committed to providing and maintaining a working environment which is safe and without risk to the health of its volunteers.

All VicHeritage Volunteer appointments to the Department of Justice & Regulations are subject to a police check.

All VicHeritage Volunteer applicants will be required to sign a 'Confidentially Agreement' with the Registry.

All successful applicants must be prepared to undergo an induction program, including role specific training.

The Registry has the right to decline a VicHeritage Volunteer application if the decision is deemed to be in the best interest of the Registry.

Department of Justice & Regulations employees and volunteers are required to demonstrate commitment to:

- **The department's values and behaviours** – serve the community, work together, act with integrity, respect other people and make it happen.
- **The environment** – the department is committed to minimising its environmental impact and requires all staff to comply with its environmental policy.
- **Recordkeeping** – the department is committed to good recordkeeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.
- **Diversity** – the department embraces diversity amongst its staff and strongly encourages suitably qualified people from all cultural backgrounds to apply.

Please visit the Registry of Births, Deaths and Marriages website (www.bdm.vic.gov.au) for further information about the organisation and VicHeritage.