

# CAREER FACT SHEET

## Archivists, Curators and Records Managers

### Snapshot

Archivists, Curators and Records Managers develop, maintain, implement and deliver systems for keeping, updating, accessing and preserving records, files, information, historical documents and artefacts

How many are employed in this occupation?	7,500
What are the average weekly earnings for full time workers?	\$1,902
How does unemployment compare with other occupations?	Average
What are the job prospects for this occupation?	Low
What will be the likely future employment growth for the next five years?	Relatively Steady

### Main employing industries

Public Administration and Safety; Health Care and Social Assistance; Arts and Recreation Services; Education and Training

### Tasks

This occupation may include associated occupations with varying tasks.

- evaluating and preserving records for administrative, historical, legal, evidential and other purposes
- preparing record-keeping systems, indexes, guides and procedures for archival research and for the retention and destruction of records
- identifying and classifying specimens and objects, and arranging restoration work
- examining items and arranging examinations to determine condition and authenticity
- designing and revising medical record forms
- managing organisations' central records systems
- analysing the record-keeping needs of organisations, and translating these needs into record management systems
- maintaining computerised and other record management systems and record forms, and advising on their usage
- controlling access to confidential information, and recommending codes of practice and procedures for accessing records
- developing record cataloguing, coding and classification systems, and monitoring their use

# INDUSTRY OVERVIEW

## Public Administration and Safety

If you enjoy complex problem solving, and are a critical thinker who is good at communicating with people and undertaking administrative tasks, then the Public Administration and Safety sector might have a career pathway for you. The Public Administration and Safety industry is primarily made up of Federal, State and Local Government legislative, executive and legal agencies. These bodies provide physical, social, economic and general public safety and security services and are charged with enforcing regulations. Maybe you have always dreamt about being a Police or Ambulance officer, or want to work in a role that services members of the public. Perhaps you are interested in public policy, legislation and regulation. The Public Administration and Safety sector offers opportunities in these and many other fascinating areas.

### Possible job pathways

- Auditors and Company Secretaries
- Economists
- Contract, Program and Project Administrators
- Filing and Registry Clerks
- General Clerks
- Human Resource Clerks
- Human Resource Managers
- Human Resource Professionals
- Inquiry Clerks
- Keyboard Operators (Data Entry Operator)
- Other Clerical & Administrative Workers
- Payroll Clerks
- Personal Assistants
- Policy and Planning Managers
- Receptionists
- Secretaries
- Cartographers and Surveyors
- Fire and Emergency Workers
- Inspectors and Regulatory Officers
- Police
- Prison Officers
- Safety Inspectors
- Security Officers and Guards
- Social Workers
- Archivists, Curators and Records Managers
- Primary Products Inspectors
- Urban and Regional Planners



**Public Administration and Safety**

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