



HIGH COURT OF AUSTRALIA



Vacancy Information Kit

Position details

Position number	373
Position title	Archives Librarian
Classification	High Court Employee Level 5 (\$88,915 — \$94,284)
Location	Canberra
Working arrangements	Full Time Ongoing
Eligibility	Employees of the High Court are required to be Australian citizens.
Contact officer	Robin Gardner Tel: 02 6270 6924 Email: robin.gardner@hcourt.gov.au
Closing date	Wednesday, 13 May 2026, 11:59 pm (Canberra time)

About the High Court of Australia

The High Court of Australia (the Court) is the highest court in the Australian judicial system. It was established in 1901 by section 71 of the Constitution.

The seat of the Court is in Canberra, where it is located in its own building within the National Triangle. The Court also has locations in Brisbane, Sydney, and Melbourne, as well as sitting on circuit around Australia as required.

Opened in 1980, the High Court building is one of Australia's National Buildings, and was heritage listed in 2007.

The Court has approximately 75 full-time equivalent (FTE) employees supporting the Chief Justice and Justices, most of whom are in Canberra.

As an employee of the Court, you will:

- work in a high-performing, inclusive and collaborative work environment
- receive a generous salary and work conditions
- have access to flexible working arrangements.

The Library

The Library of the High Court of Australia provides high quality library services to the High Court Justices, Associates and other Court staff, and access to extensive print and electronic resources.

The main Library is in the High Court building in Canberra. There are also library collections in the Court's Registries in Sydney and Melbourne.

The Position

The Archives Librarian is part of a small, collaborative team of library professionals.

The Archives Librarian reports to the Manager, Research and Reference Services.

The position is responsible for the management, maintenance and development of the Library's physical and online archival collections, which predominately comprise documents, photographs and multimedia about the High Court.

The Archives Librarian also contributes to the fulfilment of the Library's core functions by collaboratively undertaking regular tasks and project work.

The Duties and Responsibilities

Under limited direction, the duties and responsibilities for this role include:

- Managing, maintaining and developing the Library's archive database on DSpace, and the physical archive collection, and providing advice and technical expertise in the area of digital repositories and archives, including archives policies.
- Contributing to the periodic updating of the Court's National Archives of Australia Records Authority, including liaising with National Archives and stakeholders within the Court.
- Contributing to regular tasks such as current awareness, inter-library loans, reference desk staffing, intranet content updates, legislation reviews and publication of judgments.
- Writing and updating Library procedural documents, and contributing to the updating of the Court's Archives Policy.

- Assisting with other Library projects such as stocktaking, judgment projects, collection moves and maintenance projects.

Are you eligible to apply?

To be eligible for employment at the Court candidates must be Australian citizens.

Candidates offered employment will be required to successfully undergo a police record check. The successful candidate will be required to submit a pre-employment medical declaration. Candidates must be willing to disclose all relevant and required information.

Successful applicants engaged by the Court will be subject to a probation period.

What does the selection process look like?

The Court uses a range of assessment processes to assist us in selecting suitably qualified and experienced applicants. We uphold the Merit Principle, with our process designed to select the best person for the role.

What are the steps?

Apply	Complete and submit your application — see below (max. 750 words), and a résumé of no more than two pages.
Shortlist	Applicants for this process will be assessed on their written application against the selection criteria.
Interview	Shortlisted applicants will be invited to attend an interview. Interviews may be held in person, or by telephone or video.
Work Sample Test	Applicants may be asked to complete a work sample test either in person or remotely.
Referees	Referees may be contacted for further assessment of suitability. Applicants should choose referees who can comment effectively and accurately on their current skills and abilities, experience and work performance that is relevant to the duties of the position.
Process Complete	After the Chief Executive and Principal Registrar (CE&PR) has approved the process, a merit pool may be established. All candidates will be notified of the outcome and will be provided with an opportunity for feedback.

What we need from you

Applications must be addressed to the Contact Officer and forwarded to the [HR Officer](#) by the closing date.

As part of your application, you will need to provide:

- an application cover sheet
- your current résumé
- a maximum 750 words pitch against the selection criteria, including relevant examples
- the names and contact details of two referees, one of whom should be a current supervisor.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please email the [HR Officer](#) or telephone (02) 6270 6952.

Please note that late applications will not be accepted.

Selection criteria

The selection criteria reflect the knowledge, experience, core skills and personal qualities required for the role:

1. Knowledge and experience in acquiring, processing, cataloguing and appropriately preserving archival material to be displayed in the Library's archives database and retained in the Library's physical archive.
2. Demonstrated ability to undertake detailed work with a high degree of accuracy.
3. Well-developed oral and written communication skills, including the ability to effectively:
 - a) liaise with Library and Court colleagues;
 - b) provide information services to library users; and
 - c) write and update procedural and policy documents.
4. Well-developed organisational skills, including the ability to:
 - a) prioritise competing demands; and
 - b) work efficiently and effectively under pressure.
5. Demonstrated initiative, adaptability and discretion.
6. Demonstrated experience in working as part of a collaborative team, and in working autonomously with limited guidance.

Qualifications and experience

Mandatory

- Degree, graduate or postgraduate qualification in librarianship, information management or archives management.
- At least two years' relevant experience in a library, archive or information service.
- Eligibility for professional membership of the Australian Library and Information Association

Desirable

- Experience with the Koha Library Management System
 - Experience with DSpace repositories.
 - Experience in a law library.
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Preparing your statement of claims

Your statement should be succinct and showcase your skills, knowledge, experience and qualifications.

Try not to duplicate information that can be found in your résumé, however you should highlight:

- how your experience, abilities, knowledge and personal qualities would enable you to perform the duties and meet the technical and behavioural capabilities of the role
- any specific examples or achievements that demonstrate your ability to perform the role
- how you meet the eligibility requirements and qualifications for the position.

Offers and merit pool

At the end of the recruitment process a merit pool may be created. Candidates who are found suitable will be advised that they have been placed in the merit pool, noting that this is not an offer of employment.

The merit pool is valid for 18 months from the date the process is advertised and may be used throughout the year to fill similar non-ongoing positions in the event positions become vacant.

How we will communicate with you

Please ensure that the contact information you supply is up to date. Your email address will be our primary point of contact during the application process.

Please contact the [HR Officer](#) if at any stage you are no longer available to be considered for this role.

Application Cover Sheet

Position Title

Archives Librarian

Position Classification

High Court Employee Level 5

Personal Details

Given Names

Surname

Address

Contact No

Email

Are you an Australian citizen?

Are you currently a Commonwealth,
APS or State government employee?

Department name

AGS No

Substantive level

Ongoing /non-ongoing

Have you received a redundancy from a
Commonwealth, APS or state
government employer in the last 12
months?

Referee Details

Referee No 1 - Name

Title / Organisation

Contact No

Email

Referee No 2 - Name

Title/Organisation

Contact No

Email

How did you hear about this vacancy?