Role Description
Conservator

Cluster	NSW Department of Premier & Cabinet
Agency	Australian Museum
Division/Branch/Unit	Australian Museum Research Institute
Classification/Grade/Band	Conservator Grade 1/2
Kind of Employment	Temporary Full Time
Role Number	TBA
ANZSCO Code	234911
PCAT Code	1119192
Date of Approval	May 2019
Agency Website	www.australianmuseum.net.au

Agency overview

The Australian Museum (AM) operates within the NSW Department of Premier & Cabinet. The AM is the first museum in Australia and was founded in 1827. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 19.5 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite. The AM's purpose is to make nature, Indigenous cultures and science accessible and relevant to everyone

For more information, visit the website.

Primary purpose of the role

To undertake conservation assessments and treatments of collection material and prepare full documentation. Implement improvement of collection storage systems, carry out the preparation of collection material for loans and exhibitions, and maintain aspects of the Museum's preventive conservation programmes with minimum supervision. To work with other museums, stakeholders and the public on the care of cultural and scientific heritage.

Key accountabilities

- Assess and record the physical and chemical preservation needs of the Museum's natural science and cultural collections.
- Undertake established basic and intermediate level conservation treatments, both preventive and interventive, on the Museum's collections, with minimum supervision and maintain appropriate records to professional standards.
- Under the guidance of Manager, Materials Conservation, take responsibility for projects and programs and organise resources and implement the necessary action.

- Undertake survey work associated with the risk assessments for collections and compile the results to allow comparative analysis of threats to collection materials.
- Prepare collection material to a suitable condition for digitisation for web-based access and physical access for communities and researchers
- Provide conservation training and advice for both Museum staff and staff of other organisations and participate in relevant public and fundraising activities of the Australian Museum.
- Generate and retrieve information from databases and other sources, producing written reports and surveys for the Unit Manager, exhibition project teams, other Departments within the Museum or for external commercialisation projects.
- Undertake investigative projects, under supervision, to increase the knowledge of the department and present papers on conservation techniques and publish in professional journals such as the AICCM bulletin and newsletter.

Key challenges

- Prioritise and plan tasks and examine problems and develop solutions which fit timelines and stakeholder needs
- Perform ethical and effective conservation work to highest standards within available timelines and resources
- Adhere to Branch policies and guidelines and collaborate effectively with all staff, seeking guidance from Supervisor or Manager as appropriate

Key relationships

Who	Why
Internal	
Supervisor	• Attends and actively participates in regular meetings to discuss work priorities, and any related issues. Seeks guidance and advice on any aspect of the work
Colleagues in the Team	• Consults and discusses daily activities. Participates in planning team activities
Collection staff and exhibitions staff	• Assist in providing training and advice in collection care. Provide conservation services for exhibition installations. Provides a range of preventive conservation input required for exhibition preparation and collection care.
External stakeholders and the public	• Provide advice and information about conservation. Promote the work of the museum.

Role dimensions

Decision making

Exercises independence in setting day to day priorities, routine planning and choice of techniques, materials and equipment and within the unit's work plan and agreed priorities and deadlines. Contributes to problem solving, process improvement and planning within the team. Develops treatment proposals and consults with supervisor and team members over complex or unfamiliar problems.

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Reporting line

This role reports to the Manager of the Unit. As team member for specific projects, the role reports to the project leader.

Direct reports

Assistant conservator and interns for specific projects

Budget/Expenditure

N/A

Essential requirements

- Tertiary qualifications in materials conservation; OR an appropriate qualification in a related field, together with two years relevant conservation experience working under the supervision of an experienced, qualified conservator; OR a minimum of five years conservation experience working under the supervision of an experienced, qualified conservator.
- Knowledge of the principles of conservation ethics and the ethical standards for conservation of scientific and cultural collections.
- Experience in materials conservation, conservation techniques, related scientific processes and the characteristics of materials and their deterioration processes.
- Adequate knowledge and experience in order to deliver the Key Accountabilities and perform to the Focus Capabilities outlined in this Role Description.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
Personal Attributes	**Display Resilience and Courage**	**Intermediate**
	Act with Integrity	**Intermediate**
	Manage Self	Intermediate
	Value Diversity	Foundational
Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	**Intermediate**
	Work Collaboratively	**Adept**
	Influence and Negotiate	Foundational
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	**Intermediate**
Business Enablers	Finance	Foundational
	Technology	**Foundational**
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Intermediate	• Be flexible and adaptable and respond quickly when situations change • Offer own opinion and raise challenging issues • Listen when ideas are challenged and respond in a reasonable way • Work through challenges • Stay calm and focused in the face of challenging situations
Personal Attributes Act with Integrity	Intermediate	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate

Group and Capability	Level	Behavioural Indicators
		behaviour • Report and manage apparent conflicts of interest
Relationships Commit to Customer Service	Intermediate	• Support a culture of quality customer service in the organisation • Demonstrate a thorough knowledge of the services provided and relay to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Co-operate across work areas to improve outcomes for customers
Relationships Work Collaboratively	Adept	• Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Deliver Results	Adept	• Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Demonstrate Accountability	Intermediate	• Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
Business Enablers Technology	Foundational	• Display familiarity and confidence in the use of core office software applications or other technology used in role • Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation • Understand information, communication and document control policies and systems, and security protocols • Comply with policies on acceptable use of technology