# AM logoRole Description

# Consultation and CCEP Coordinator (Identified)

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| **Role Description Fields** | **Details** |
| **Cluster** | **Enterprise, Investment and Trade** |
| **Department/Agency** | **Australian Museum** |
| **Division/Branch/Unit** | **Cultural Collection Enhancement** |
| **Role number** | **51001979** |
| **Classification/Grade/Band** | **Clerk Grade 7/8** |
| **Senior executive work level standards** | **Not Applicable** |
| **ANZSCO Code** | **511112** |
| **PCAT Code** | **1337251** |
| **Date of Approval** | **24 June 2022** |
| **Agency Website** | **https://australian.museum/** |

## Agency overview

The Australian Museum is located on the traditional homelands of the Gadigal people of the Eora nation. The Australian Museum acknowledges the Gadigal people as the Traditional Owners and custodians of the land, sky and waterways, paying respect to Elders past, present and emerging.

The Australian Museum (AM) operating within the NSW Department of Enterprise, Investment & Trade cluster, 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 21 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite.

The new AM mission is: To ignite wonder, inspire debate and drive change.

The new AM vision is: To be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations’ culture; and continue to develop world -leading science, collections, exhibitions and education programs.

For more information, visit the website.

The AM supports a diverse workforce and promotes applications from First Nation and Torres Strait Islander people. People with disabilities who meet the selection criteria are encouraged to apply; and where required, Australian Museum will implement reasonable adjustment consistent with industry standard.

The AM’s Cultural Collections are located across several AM sites. The AM’s Cultural Collection Enhancement Project (C-CEP) includes work across six collections: (1) Pasifika Collections (2) First Nations (Aboriginal and Torres Strait Islander) Collections; (3) Aboriginal Archaeology Collections; (4) World Collections; (5) Archives; and (6) Library.

## Primary purpose of the role

The purpose of this position is to collaborate with the Cultural Collection Enhancement Manager to coordinate the day-to-day operations of the Cultural Collections Enhancement Project (CCEP) digitisation teams, working with the team to create high quality records of the Museums’ First Nations Collections. Delivering electronic access to the collections and supporting long term preservation of the First Nations collections digitally with a focus on community consultation to enrich the outcomes of the collection enhancement process. This is the lead role for community consultation and First Nations voice on the project’s core team.

## Key accountabilities

* Establish protocols and processes for consultation with community
* Undertake consultation with First Nations communities to connect communities to objects and enrich Museum records.
* Prioritise digitisation deliverables across First Nations collections
* Engage in digital repatriation projects in collaboration with First Nations Collection Managers
* Manage the work of Collection Enhancement Project Officers as they come onto the project
* Maintain accurate up to date records and deliver clear and timely reporting and apply ICIP principals to digitisation work
* Maintain technical knowledge of developments in registration and photography, video and digital imaging to enable effective and identify opportunities to improve existing processes.
* Adhere to all obligations, responsibilities and legislative requirements under current Work Health & Safety (WHS) Acts and Regulations, ensuring all areas under supervision are monitored for WH&S risks and hazards and are reviewed regularly.

## Key challenges

* Supervision of handling a diverse range of fragile, rare and valuable items in accordance with cultural, conservation and security guidelines while maintaining throughput and quality requirements.
* Working collaboratively with Museum staff who are physically distributed across sites.

## Key relationships

**Internal**

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| Who | Why |
| Digitisation Manager, Cultural Collections, Archives and Library | * To seek advice, receive overall direction, take guidance on project issues and plans * Liaise regarding workloads and workflows, scheduling and improvements to procedures and processing methods |
| Internal team | * Schedule and share resources, manage deadlines, coordinate workflows, and standardize methodologies * Share information, promote teamwork, resolve issues, agree on priorities |

**External**

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| Who | Why |
| Aboriginal and Torres Strait Community members | * Undertake consultation with First Nations communities to correct Museum records to become culturally appropriate * Negotiate ICIP consents or IP licenses where necessary |
| Museum Visitors (Researchers, Students, stakeholders) | * Support the AM with its related activities * Provide assistance using knowledge of policies and procedures and cultural capability, as required |
| Vendors, service providers, contractors, and consultants | * Provide subject matter information, as required |

## Role dimensions

### Decision making

This role has autonomy and makes decisions that are under their direct control. It refers to a Manager decisions that require significant change to program outcomes or timeframes or are likely to escalate or require submission to a higher level of management. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

### Reporting line

Reports to the Cultural Collection Enhancement Manager, Cultural Collections, Archives and Library

### Direct reports

Project staff

### Budget/Expenditure

Nil

## **Key knowledge and experience**

* Experience in team leadership
* Experience in consultation with First Nations communities
* Experience with ICIP
* Experience in project management and reporting

## Essential requirements

Aboriginality is an essential requirement for this position. An Aboriginal person (as defined by the NSW Aboriginal Land Rights Act 1983) means a person who is a member of the Aboriginal race of Australia, and Identifies as an Aboriginal person, and is accepted by the Aboriginal community as an Aboriginal person.

## Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into focus capabilities and complementary capabilities

## Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

## Focus capabilities

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| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
| personal-attributes | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | Adapt existing skills to new situations  Show commitment to achieving work goals  Show awareness of own strengths and areas for growth, and develop and apply new skills  Seek feedback from colleagues and stakeholders  Stay motivated when tasks become difficult | Intermediate |
| relationships | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | Focus on key points and speak in plain English  Clearly explain and present ideas and arguments  Listen to others to gain an understanding and ask appropriate, respectful questions  Promote the use of inclusive language and assist others to adjust where necessary  Monitor own and others’ non-verbal cues and adapt where necessary  Write and prepare material that is well structured and easy to follow  Communicate routine technical information clearly | Intermediate |
| relationships | **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | Focus on providing a positive customer experience  Support a customer-focused culture in the organisation  Demonstrate a thorough knowledge of the services provided and relay this knowledge 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  Cooperate across work areas to improve outcomes for customers | Intermediate |
| relationships | **Work Collaboratively**  Collaborate with others and value their contribution | Encourage a culture that recognises the value of collaboration  Build cooperation and overcome barriers to information sharing and communication across teams and units  Share lessons learned across teams and units  Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work  Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
| results | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | Seek and apply specialist advice when required  Complete work tasks within set budgets, timeframes and standards  Take the initiative to progress and deliver own work and that of the team or unit  Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals  Identify any barriers to achieving results and resolve these where possible  Proactively change or adjust plans when needed | Intermediate |
| results | **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | Consider the future aims and goals of the team, unit and organisation when prioritising own and others’ work  Initiate, prioritise, consult on and develop team and unit goals, strategies and plans  Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses  Ensure current work plans and activities support and are consistent with organisational change initiatives  Evaluate outcomes and adjust future plans accordingly | Adept |
| business-enablers | **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks  Use available technology to improve individual performance and effectiveness  Make effective use of records, information and knowledge management functions and systems  Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies | Intermediate |
| people-management | **Inspire Direction and Purpose**  Communicate goals, priorities and vision, and recognise achievements | Assist team members to understand organisational directions  Ensure team members understand the organisation’s policies and services  Ensure team members understand how their activities align with business objectives and the organisation’s performance  Recognise and acknowledge team members’ high-quality work and effort | Foundational |

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

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| **Capability group/sets** | **Capability name** | **Description** | **Level** |
| personal-attributes | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Foundational |
| personal-attributes | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Foundational |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
| relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
| results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Foundational |
| results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Foundational |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
| business-enablers | Project Management | Understand and apply effective planning, coordination and control methods | Foundational |
| people-management | Manage and Develop People | Engage and motivate staff, and develop capability and potential in others | Foundational |
| people-management | Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Foundational |
| people-management | Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Foundational |