

Role Description

Digital Archivist



Cluster	Enterprise, Investment & Trade
Department/Agency	Australian Museum
Division/Branch/Unit	Museum Experience and Engagement
Role number	51003776
Classification/Grade/Band	Archivist Grade 1
Senior executive work level standards	Not Applicable
ANZSCO Code	224211
PCAT Code	1325191
Date of Approval	April 2024
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 22 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite.

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

The 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](https://australian.museum/).

The AM supports a diverse workforce and promotes applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTQIA+ community, veterans, refugees and people with disabilities.

Primary purpose of the role

The Archivist contributes to projects that improve digital accessibility and digital preservation outcomes for the AM Archives collections to implement our goals to preserve, communicate and release the value of the AM archival collections in all formats – paper, digital, photography, artworks and objects. The position works under the direction of the senior archivist and within the larger Collections Enhancement Project (CEP) to contribute to the coordination and delivery of Archives collection digitization and digital preservation projects including photography, digital and online discovery, system improvements, documentation and metadata enhancements, and data cleaning work.

Key accountabilities

- Perform a range of tasks related to the production of new digital assets for preservation and access. Tasks include preparation and safe handling of material, supervision of photography, image file management, and quality control.
- Perform a range of tasks related to arrangement and description of archival collections, metadata management of archival collections and data cleaning.
- Maintain accuracy, attention to detail, and quality control.
- Help identify material suitable for digitization and prepare it for the digitization process, including rehousing tasks as needed or indexing, transcription tasks.
- Suggest system and process improvements for high quality, efficient delivery of digital projects
- Perform other archival tasks as required, including assisting with less complex research enquiries, collection storage and retrieval, and/or supervision of researchers as needed
- Work cooperatively within a team of archivists, collection officers and librarians to deliver new and enhanced digital collections and improved discovery pathways for the archives, library and historical collections.

Key challenges

- Identifying issues that may hinder completion of tasks and finding appropriate solutions and ways to improve systems or processes.
- Undertaking complex digitisation projects to deadlines whilst ensuring high quality outcomes.

Key relationships

Internal

Who	Why
Head, WCAL	<ul style="list-style-type: none">• Oversight and ensure activities and projects are aligned with Branch, Divisional and organisational priorities
Archivist	<ul style="list-style-type: none">• Receive direction and guidance on projects and priorities. Consult on emerging issues, provide informed advice
Other CEP Project staff	<ul style="list-style-type: none">• Communicate, share information and expertise, collaborate on projects, share equipment and workspaces

Role dimensions

Decision making

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

Reporting line

Head, WCAL

Direct reports

N/A

Budget/Expenditure

N/A

Key knowledge and experience

- Recent experience in projects working on the digitisation of 2D heritage materials, including data cleaning, cataloguing, photography, digital storage, and accessibility.
- Understanding of archival principles, processes and procedures combined with a knowledge of the legislation and compliance requirements for archives in the public sector – NSW State Records Act, privacy, information access, evidence and copyright. Understanding of Indigenous Cultural Property protocols as applied to archival material.
- Records management, archives and/or heritage cultural collection management system experience, especially Content Manager, EMu and Fotoware, together with skills and experience in digital archiving and digital preservation systems and procedures.
- Fragile material handling and storage experience.

Essential requirements

- Tertiary qualifications in archives and records and information management, or other combination of qualifications and experience that meets the minimum standard of skill and knowledge inherent in the Australian Society of Archivists standard.

Capabilities for the role



The [NSW public sector 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.











Capability group/sets	Capability name	Behavioural indicators	Level
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Behave in an honest, ethical and professional way• Build understanding of ethical behaviour• Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation• Speak out against misconduct and illegal and inappropriate behaviour• Report apparent conflicts of interest	Foundational
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none">• 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

Capability group/sets	Capability name	Behavioural indicators	Level
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • 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
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • 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	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs 	Intermediate
 Business Enablers	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> • 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

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.

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	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	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