Role Description
Collection Digitisation Officer

Cluster	Enterprise, Investment & Trade
Agency	Australian Museum
Division/Branch/Unit	First Nations/ Cultural Collections Enhancement
Role number	51004078, 51003155
Classification/Grade/Band	Clerk Grade 3/4
ANZSCO Code	399311
PCAT Code	1339151
Date of Approval	September 2023
Agency Website	https://australian.museum/

Agency overview

Australian Museum (AM) is located on the homelands of the Gadigal people. The AM acknowledges and pays respect to the Gadigal people as the custodians of the land, sky and waterways, paying respect to Elders past and present.

The AM operates within the NSW Department of Enterprise, Investment & Trade, and was the first museum in Australia, 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.

About Collections Enhancement

The Collection Enhancement Project (CEP) is a 10-year project that aims to register and digitise the AM's biological, geological, and cultural collections. This includes registering all collection material in the digital collection management system, photographing cultural collection materials, barcoding, supporting community consultation activities and enhancing documentation and metadata.
The AM's Cultural Collections are located across several AM sites. The AM's Cultural Collection Enhancement Project (CCEP) includes work across six collections: (1) Pasifika Cultural Collections (2) Aboriginal and Torres Strait Islands Cultural Collection; (3) Aboriginal Archaeology Collections; (4) World Cultures Collection; (5) Archives; and (6) Rare Books Library.

Primary purpose of the role

The Collection Digitisation Officers create high quality digital assets of collection items using a range of photographic/imaging/video equipment and associated software. Digital assets produced will deliver electronic access to the collections and support long term preservation of the digital collection. The Collection Digitisation Officers facilitate the delivery of digital imaging, video and photographic services as part of the Collection Enhancement Project.

Key accountabilities

- Ensuring that the project's technical digitising requirements are implemented and follow the standards set for digitising in the AM.
- Use a range of professional capture devices, and associated software applications to produce high quality digital images of collection items, ensuring that technical specifications, service standards and business targets are met.
- Process, colour manage, name and create preservation master and derivative image files in line with established AM standards and specifications.
- Use workflow tools to facilitate quality assurance and ingestion of files into the AM Digital Asset Management System (DAMS) and Collection Management System (EMu)
- Maintain technical knowledge of developments in photography, video and digital imaging to enhance skills, enable effective operation and identify opportunities to improve existing processes.
- Contribute to project management by maintaining accurate up to date records and deliver clear and timely reporting.

Key challenges

- Producing digital records from items held in the AM collection which meet quality requirements within project time frames.
- Handling a diverse range of fragile, rare and valuable items in accordance with cultural and conservation guidelines while maintaining throughput and quality requirements
- Working collaboratively with team members and with Museum staff from various teams who are physically distributed across multiple sites

Key relationships

Who	Why
Internal	
Cultural Collections Enhancement Manager	• To seek advice, receive overall direction and information. • To convey information and discus project issues and services. • Liaise regarding workloads and workflows, scheduling and improvements to procedures and processing methods.
Team members	• Schedule and share resources, manage deadlines, coordinate workflows, and standardise methodologies. • To share information, promote teamwork, resolve issues, agree on priorities. • Participate in meetings, share information, and provide input on issues. Collaborate with, as required.
Australian Museum Staff	• Enhance collection access via digital output. • Participate in meetings, share information, and provide input on issues. Collaborate with, as required
External	
Australian Museum Visitors	• Representing the AM and its activities and policies

Role dimensions

Decision making

This role has limited 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

Cultural Collections Enhancement Manager

Direct reports

N/A

Budget/Expenditure

Budgets and expenditure are in accordance with the approved Annual Budget and financial delegations and procedures subject to project type and sponsoring business unit.

Key knowledge and experience

- Experience with colour management, digital files, metadata and use of capture and processing software on both Windows and Macintosh platforms.
- Experience and in-depth understanding of digital asset and digital image management processes and systems and experience working with technical requirements of large-scale digitisation projects.
- Understanding of culturally appropriate collection practices and cultural awareness to perform work processes that are culturally aware and appropriate. Capacity to embed Indigenous Cultural and Intellectual Property protocols (ICIP) into work practice.
- Relevant technical qualifications and/or professional experience covering archival and documentary photography/imaging/video of heritage materials using professional photographic, video and scanning equipment.

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.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be flexible and adaptable and respond quickly when situations change. • Offer own opinion and raise challenging issues. • Listen when ideas are challenged and respond appropriately. • Work through challenges • Remain calm and focused when in challenging situations	Foundational
Relationships	**Work Collaboratively** Collaborate with others and value their contribution	• Build a supportive and cooperative team environment. • Share information and learning across teams. • Acknowledge outcomes that were achieved by effective collaboration. • Engage other teams and units to share information and jointly solve issues and problems. • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others	Intermediate
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
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

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.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	**Capability name**	**Description**	**Level**
Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	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
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective project planning, coordination, and control methods	Foundational

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