Role Description
Barcoding Officer

Cluster	Enterprise, Investment & Trade
Agency	Australian Museum
Division/Branch/Unit	First Nations
Role number	51005189
Classification/Grade/Band	Clerk Grade 1/2
ANZSCO Code	399311
PCAT Code	1339192
Date of Approval	March 2024
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 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](#).

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 Barcoding Officer works within the Cultural Collection Enhancement Project (CCEP) to barcode the Australian Museum cultural collections. The Barcoding Officer works closely with other CCEP and Cultural Collections staff, under the direction of the Cultural Collections Enhancement Manager.

Key accountabilities

- Undertake duties associated with the planning and preparation of the physical barcoding of museum collections, including checking resources, maintaining project documentation, following project plans and effectively managing project time.
- Prepare collection material for barcoding by providing services including but not limited to collection handling, record administration and maintenance.
- Follow safe handling procedures for museum collection objects, to ensure adherence to cultural protocols
- Follow established standards and procedures for editing of collection records, documentation and metadata in the collection management system and the digital asset management system.
- Assist with enriching collections by consolidating relevant collection object and image information in EMu records and assisting with data cleaning projects as directed.
- Ensure adherence to a high level of collection management practice and procedures and a culture of optimal external and internal customer service.
- Assist with ensuring the safety, security, location control and maintenance of objects undergoing barcoding and/or digitisation and in/out of storage.
- Assist the CCEP team with quality checking digital image files and metadata to ensure they meet collection management standards.

Key challenges

- Undertaking physically repetitive tasks with high accuracy and the ability to work independently to process the technical complexity of barcoding extensive collections.
- Ensuring the integrity of collection material is maintained while working within collections.
- Identifying issues adversely impacting on project momentum and assist in the development and implementation of approaches to overcome them.

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
CCEP team Cultural Collections staff	- Share information and provide input on issues - Collaborate with, as required
External	
Community/stakeholders	Provide assistance using knowledge of policies and procedures and cultural capability, as required.

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Role dimensions

Decision making

Clerk Grade 1/2
Responsible for the quality and integrity of information. Refer matters that require a wider range of knowledge of expertise to team leader or work team. Exercises good judgement at all times.

Reporting line

Cultural Collections Enhancement Manager

Direct reports

Nill. The position may be expected to guide volunteers.

Budget/Expenditure

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

Key knowledge and experience

- Data manipulation and database skills, including data migration and data import/export experience and the use of CSV files; Excel proficiency; file management proficiency.
- Demonstrated understanding and experience in collection information management and contemporary digital collection management practices including the use of databases such as EMu, Fotoware or similar.
- An understanding of Aboriginal and Torres Strait Islander arts and cultural practices and experience working with sensitive material including ICIP and cultural protocols.
- Object handling experience
- Knowledge of professional museum and/or digitisation practice.
- Holds a current full NSW Driver's License. The role holder must be prepared to travel between the various sites which holds the AM collections, and to external stakeholders as needed to support the work of the First Nations Collections teams.

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	**Manage Self** Show drive and motivation, an ability to self-reflect and a commitment to learning	• Be willing to develop and apply new skills. • Show commitment to completing assigned work activities. • Look for opportunities to learn and develop. • Reflect on feedback from colleagues and stakeholders	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 outcome	• Seek clarification when unsure of work tasks. • Complete own work tasks under guidance within set budgets, timeframes, and standards. • Take the initiative to progress own work. • Identify resources needed to complete allocated work tasks	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.

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
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Foundational
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
	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	Foundational
	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
	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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