Role Description
Collection Enhancement Project Officer (Identified)

Cluster	Enterprise, Investment & Trade
Department/Agency	Australian Museum
Division/Branch/Unit	First Nations
Role number	51003152 and 51003153
Classification/Grade/Band	Clerk Grade 1/2
Senior executive work level standards	Not Applicable
ANZSCO Code	561311
PCAT Code	1325191
Date of Approval	31 May 2022
Agency Website	https://australian.museum/

Agency overview

The Australian Museum (AM) 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 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 21 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 vision is to be a leading voice for the richness of life, the earth, and culture in Australia and the Pacific.

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 our website

About Collections Enhancement

The Collection Enhancement Project (CEP) is a 10-year project that aims to register and digitise the biological, geological, and cultural collections of the museum. 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 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 Collection Enhancement Project Officers work within the Cultural Collection Enhancement Project (CCEP) to prepare cultural collection objects for documentation enhancement, community consultation, and digitisation. This includes a gamut of activities, from preparation to object handling, registration of collection

objects, barcoding, data entry and clean up as objects are selected and relocated for digitisation, during photography or consultation, returned to storage and on occasion assisting with quality checking digital image files and metadata.

Key accountabilities

- Prepare collection material for digitisation 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 creation and 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 digitisation and in/out of storage.
- Assist the Collection Digitisation Officer with quality checking digital image files and metadata to ensure they meet collection management standards.

Key challenges

- Delivering activities in line with agreed collection management standards within the project timeframes
- Deal with a range of projects and tasks concurrently, effectively, and efficiently in a busy, interdisciplinary workplace, including where AM staff are physically located at multiple sites.
- Identifying issues adversely impacting on project momentum and assist in the development and implementation of strategies to overcome them.

Key relationships

Internal

Who	Why
Digitisation Manager, Cultural Collections, Archives and Library	- 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	- Liaise to receive and give the information needed to manage documentation associated with the Cultural Collections - 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 as required.

External

Who	Why
Community/stakeholders	Provide assistance using knowledge of policies and procedures and cultural capability, as required.

Role dimensions

Decision making

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

Manager, Digitisation (Cultural Collections, Archives and Library)

Direct reports

Nil

Budget/Expenditure

Nil

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.
- Understanding of digital asset management requirements and/or image management protocols and processes including basic image editing skills and experience using quality standards to check image files
- 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.

Essential requirements

- The position holder must be of Aboriginal and or Torres Strait Islander descent. To be eligible for this position applicants must be of Aboriginal and/or Torres Strait Islander descent, identify and be accepted in the community as such. This is a genuine occupational qualification and is authorised under Section 14(d) of the Antidiscrimination Act 1977.
- Holds a current full NSW Driver's Licence.
- 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.

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 outcomes	• 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	Foundational
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
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	Intermediate
Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
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	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

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