

Role Description

Conservator



Cluster/Agency	Department of Creative Industries, Tourism, Hospitality and Sport
Executive Agency	Museums of History NSW
Division/Branch/Unit	Collections Division/ Collection Care Team
Location	Sydney
Classification/Grade/Band	Conservator Grade 1
ANZSCO Code	234911
Role Number	50074059
PCAT Code	1119192
Date of Approval	1 September 2021
Agency Website	www.mhnsw.au

Agency Overview

Museums of History NSW (MHNSW) is an executive agency within the Department of Creative Industries, Tourism, Hospitality and Sport and reports to the NSW Minister for the Arts. MHNSW is administered under the *Museums of History NSW Act 2022*.

MHNSW brings together the museums, historic houses and associated collections previously in the care of Sydney Living Museums with the vast collection of more than 13 million items held by the NSW State Archives. This includes one of the world's most complete and important collections documenting colonisation.

Providing greater access to and understanding of our state's rich and varied histories, stories and cultures is paramount to MHNSW with truth-telling and respect at the core of our approach. With a formidable asset base worth \$1.6 billion, we are focused on growing, managing, preserving and providing public access to the State Archives Collection and the objects, materials, buildings, places and stories that shape the historical, social, political and cultural identity of NSW.

MHNSW also operates commercial services that contribute significantly to the organisation's sustainability, including retail, food and beverage, venue hire, commercial records storage, records management, digitisation and consultancy services.

Primary purpose of the role

Work collaboratively to provide support services across MHNSW programs enabling the ongoing preservation of the State archives collection to ensure the archives remain available to the people of NSW now and in the future.

Key accountabilities

- Assess the condition of archives, and undertake and record practical conservation treatment on selected items to enhance the longevity of the State archives in accordance with State Archives' policy and the professional code of ethics and practice
- Research treatment options to determine nature, extent and estimate of work required for specific projects, and to assist in planning and prioritising conservation work.
- Undertake collection survey projects to assist in planning the preservation program.
- Monitor the environmental conditions in State Archives' storage buildings and other sites to ensure that conditions meet appropriate standards.

- Undertake disaster recovery work and provide advice in response to external enquiries to minimise harm to State archives and records following disaster incidents.
- Provide advice in response to queries on preservation and conservation topics to further awareness of preservation issues and resolve specific problems.
- Demonstrate conservation and records handling techniques, address tour groups, seminars and workshops on preservation issues to promote preservation awareness.
- Assist with conservation programs for MHNSW, including conservation of selected items, survey and assessment tasks, environmental monitoring, disaster recovery and promotion and awareness activities to ensure the maintenance of collections.

Key challenges

- Identifying problems, risks and treatment options for a diverse archival collection
- Maintain knowledge of current international best practice in archive preservation, particularly in relation to techniques, options and practices in paper conservation.
- Conveying technical concepts and expert information to a diverse audience and persons unfamiliar with preservation issues.

Key relationships

Who	Why
Internal	
Supervising Conservator	<ul style="list-style-type: none"> • Receive direction and guidance on projects/priorities and consult/liase on emerging issues or matters • Escalate issues and provide regular updates on projects
Work team	<ul style="list-style-type: none"> • Participate in meetings to represent work group perspective and share information • Participate in discussions and decisions regarding implementation of innovation and best practice • Support the team and work collaboratively to contribute to achieving MHNSW's outcomes
Project Leader or Senior Archivist Transfer and Custody	<ul style="list-style-type: none"> • Receive direction and guidance on projects/priorities and consult/liase on emerging issues or matters • Escalate issues and provide regular updates on projects
Public Access	<ul style="list-style-type: none"> • Liaise and provide guidance on routine preservation issues pertaining to individual State archives being issued in the Reading Room. • Escalate issues to Senior Advisor, Conservator
Government Records Repository	<ul style="list-style-type: none"> • Provide guidance on routine preservation issues pertaining to damaged records • Escalate issues to Senior Advisor, Conservation
Assistant Conservators	<ul style="list-style-type: none"> • Provide guidance on specific projects and/or treatments
Preservation Assistants	<ul style="list-style-type: none"> • Provide guidance on specific projects and/or treatments
Volunteers	Provide guidance on specific projects being undertaken by Volunteers in the Conservation Laboratory
External	
Industry professionals	<ul style="list-style-type: none"> • Seek/maintain specialist knowledge/advice • Keep abreast of best practice in archives preservation

Who

Why

Public offices

- Provide preservation advice regarding management and preservation of records

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.
- Is accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.
- Manages multiple tasks and priorities given the need to maintain a high standard of performance whilst addressing unforeseen issues and stakeholder requests

Reporting line

This role reports to the Supervising Conservator, and the Project Leader where applicable.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Relevant tertiary qualifications in materials conservation with a specialisation in paper conservation
- Experience in materials conservation, conservation techniques and related scientific processes
- Understanding of and adherence to the Australian Institute for the Conservation of Cultural Materials Code of Ethics and Practice

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework



This role also utilises an occupation specific capability set which contains information from the Skills Framework for the Information Age (SFIA). The capability set is available at www.psc.nsw.gov.au/capabilityframework/ICT

This role also utilises an occupation specific capability set.

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<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 Maintain own motivation when tasks become difficult
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes which were achieved by effective collaboration Engage other teams/units to share information and solve issues and problems jointly Support others in challenging situations
Results - Deliver Results	Intermediate	<ul style="list-style-type: none"> Complete work tasks to agreed budgets, timeframes and standards

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> • Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies