

# Role Description

## Technical Officer Barcoding



|                           |   |
|---------------------------|---|
| Cluster                   | Department of Creative Industries, Tourism, Hospitality and Sport           |
| Agency                    | Australian Museum   |
| Division/Branch/Unit      | Australian Museum Research Institute / Collection Enhancement/<br>Barcoding |
| Role Number               | 50052166  |
| Classification/Grade/Band | Technical Officer Grade 1/2   |
| ANZSCO Code               | 311413  |
| PCAT Code                 | 1339192   |
| Date of Approval          | March 2025  |
| Agency Website            | <a href="https://australian.museum/">https://australian.museum/</a>         |

### 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, present.

The Australian Museum (AM) operating within the NSW Department of Creative Industries, Tourism, Hospitality and Sport 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 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 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

To increase the utility, accessibility, and ensure the ongoing preservation of Australian Museum's collections by performing the technical work of barcoding collection objects and locations under the Collection Enhancement Project (CEP). This position will work closely with other digitising staff, collection staff, and the EMu and DigiVol teams, under the direction of the Barcoding Manager.

## Key accountabilities

- Undertake duties associated with the planning and preparation of the physical barcoding of museum collections, including coordinating resources, maintaining project documentation, monitoring project plans and effectively managing project time.
- Implement, under direction, the Location Address Definition System to collection rooms and barcode storage infrastructure as needed.
- Maintain and implement agreed-to consultation protocols for ongoing access to collection areas.

## Key challenges

- Undertaking physically repetitive tasks with high accuracy and the ability to work independently while managing the technical complexity of barcoding extensive collections.
- Ensuring the integrity of collection data and material is maintained while working within collections.
- Handling fragile specimens and specimens stored in hazardous chemicals while ensuring that work is performed in accordance with WH&S practices and procedures.

## Key relationships

| Who   | Why  |
|---|--|
| <b>Internal</b>                                 |  |
| Natural Sciences Digitisation Manager           | <ul style="list-style-type: none"><li>• Has oversight and provide regular updates on key administrative and operational projects, issues and priorities</li><li>• Respond to requests for input on key issues.</li></ul> |
| Barcoding Manager                               | <ul style="list-style-type: none"><li>• Act under direction to implement the barcoding of the Museum's collections.</li></ul>  |
| Associate Director AMRI                         | <ul style="list-style-type: none"><li>• Escalate issues</li><li>• Expert advice, assistance, and support</li></ul>   |
| Collection Managers                             | <ul style="list-style-type: none"><li>• Consult and guide protocols on collection access and signage installs.</li></ul>   |
| Manager Conservation and Collection Care (CC&C) | <ul style="list-style-type: none"><li>• To ensure activities and projects are aligned with CC&amp;C and organisational priorities.</li></ul>   |
| Collection Systems Manager                      | <ul style="list-style-type: none"><li>• Ensure digitising data practices comply with Collection Systems data standards and protocols and procedures.</li></ul>   |
| AM Collection and DigiVol staff                 | <ul style="list-style-type: none"><li>• Develop suitable processes and procedures for working with staff in collection areas.</li></ul>  |
| Museum staff                                    | <ul style="list-style-type: none"><li>• Provide services that support organisational objectives</li></ul>  |

## Role dimensions

### Role dimensions

### Decision making

Role Description Technical Officer - Barcoding

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.

- 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.
- Always exercise good judgement in all aspects of the role.

## Reporting line

Barcoding Manager

## Direct reports

- The position may be expected to guide volunteers.

## Budget/Expenditure

- Nil

## Key knowledge and experience

- Proficiency with Excel spreadsheets.
- Demonstrated capacity to support the team in all aspects of barcoding including the ability to handle fragile specimens/objects and labels and experience in, or willingness to handle chemicals, including ethanol and formalin according to WH&S procedures.
- Demonstrated basic knowledge and understanding of the application of Work Health and Safety (WH&S) legislation and regulations.

## Essential requirements

- Tertiary level qualifications. At minimum, TAFE qualifications in a relevant field, or equivalent experience in working with a natural science collection





## 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](http://www.psc.nsw.gov.au/capabilityframework)

## 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               |
|  | <b>Display Resilience and Courage</b> | <b>Foundational</b> |
|  | Act with Integrity                    | Intermediate        |

| NSW Public Sector Capability Framework   |                                     |                     |
|--|-------------------------------------|---------------------|
| Capability Group   | Capability Name                     | Level               |
| <br>Personal Attributes | Manage Self                         | Intermediate        |
|  | Value Diversity                     | Intermediate        |
| <br>Relationships       | <b>Communicate Effectively</b>      | <b>Intermediate</b> |
|  | <b>Commit to Customer Service</b>   | <b>Intermediate</b> |
|  | <b>Work Collaboratively</b>         | <b>Intermediate</b> |
|  | Influence and Negotiate             | Foundational        |
| <br>Results             | <b>Deliver Results</b>              | <b>Intermediate</b> |
|  | Plan and Prioritise                 | Foundational        |
|  | Think and Solve Problems            | Foundational        |
|  | Demonstrate Accountability          | Foundational        |
| <br>Business Enablers   | Finance                             | Foundational        |
|  | <b>Technology</b>                   | <b>Intermediate</b> |
|  | 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   |
| <b>Personal Attributes</b><br>Display Resilience and Courage | Foundational | <ul style="list-style-type: none"> <li>Be open to new ideas and approaches</li> <li>Offer own opinion, ask questions and make suggestions</li> <li>Adapt well to new situations</li> <li>Do not give up easily when problems arise</li> <li>Stay calm in challenging situations</li> </ul>   |
| <b>Relationships</b><br>Communicate Effectively              | Intermediate | <ul style="list-style-type: none"> <li>Focus on key points and speak in 'Plain English'</li> <li>Clearly explain and present ideas and arguments</li> <li>Listen to others when they are speaking and ask appropriate, respectful questions</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Prepare written material that is well structured and easy to follow by the intended audience</li> <li>Communicate routine technical information clearly</li> </ul> |
| <b>Relationships</b><br>Commit to Customer Service           | Intermediate | <ul style="list-style-type: none"> <li>Support a culture of quality customer service in the organisation</li> <li>Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>Identify and respond quickly to customer needs</li> <li>Consider customer service requirements and develop solutions to meet needs</li> </ul>  |

| Group and Capability                         | Level        | Behavioural Indicators  |
|--|--------------|---|
| <b>Relationships</b><br>Work Collaboratively | Intermediate | <ul style="list-style-type: none"> <li>• Resolve complex customer issues and needs</li> <li>• Co-operate across work areas to improve outcomes for customers</li> </ul>   |
|  |              | <ul style="list-style-type: none"> <li>• Build a supportive and co-operative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes which were achieved by effective collaboration</li> <li>• Engage other teams/units to share information and solve issues and problems jointly</li> <li>• Support others in challenging situations</li> </ul>   |
| <b>Results</b><br>Deliver Results            | Intermediate | <ul style="list-style-type: none"> <li>• Complete work tasks to agreed budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own and team/unit work</li> <li>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>• Seek and apply specialist advice when required</li> </ul>  |
| <b>Business Enablers</b><br>Technology       | Intermediate | <ul style="list-style-type: none"> <li>• Apply computer applications that enable performance of more complex tasks</li> <li>• Apply practical skills in the use of relevant technology</li> <li>• Make effective use of records, information and knowledge management functions and systems</li> <li>• Understand and comply with information and communications security and acceptable use policies</li> <li>• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies</li> </ul> |