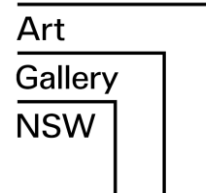


Role Description

Technical Assistant, Digital Preservation



Agency	Art Gallery of NSW
Division/Branch/unit	Collections / Conservation
Location	Art Gallery Road
Classification/Grade/Band	Clerk Grade 5/6
ANZSCO Code	TBA
Role Number	TBA
PCAT Code	TBA
Date of Approval	September 2021
Agency Website	http://www.artgallery.nsw.gov.au/

Agency Overview

The Art Gallery of New South Wales (the Gallery) is a statutory body established under the Art Gallery of New South Wales Act 1980 and is an executive agency under the Department of Premier and Cabinet. The Gallery is in The Domain adjacent to the Royal Botanical Gardens and the Central Business District on the lands of the Gadigal peoples of the Eora nation, and attracts around 1.4 million visitors annually.

The Gallery holds significant collections of Aboriginal & Torres Strait Islander, Australian and International art and presents a dynamic program of temporary exhibitions involving significant loans from national and international collections. The Gallery also manages the Brett Whiteley Studio in Surry Hills. The Gallery employs 350 people on an annual basis and has a current effective full-time equivalent of around 215 staff. As the state's leading institution for the visual arts, the Gallery plays a vital role in the cultural and intellectual life of both Sydney and Australia.

The Gallery's expansion, known as the Sydney Modern Project, involves the construction of a new building and art garden to the north of the existing Gallery building as well as some modifications to the existing building. Construction of the new building is currently underway and scheduled for completion in 2022.

Primary purpose of the role

Working collaboratively within the Conservation team, provide technical support and expertise to the Digital Preservation Program that is currently being established at the Gallery. The role will provide support to the Digital Preservation manager in the development and implementation of a digital preservation system, including procedures and workflows for the preservation of works in the collection, the National Art Archive and content created by the Gallery.

Key accountabilities

- Contribute to the development of policies, guidelines, workflows and procedures for acquiring, managing, preserving and providing access to digital collection material
- Implement and test digital workflows and support ongoing preservation planning activities
- Test, document, and support the use of equipment and software for digital preservation activities
- Undertake file format identification and validation and prepare files for ingest
- Prepare digital material for ingest, including file format identification and validation. Monitor and maintain the preservation system and troubleshoot issues.
- Assist on research to further the understanding of the Gallery's digital assets

- Maintain documentation associated with all digital preservation activities.
- Work collaboratively within conservation and maintain strong relationships with Collections Division and other gallery stakeholders.

Key challenges

- Keep up to date on current thinking and best practice in own specialist field through continuing professional development.
- Supporting the preservation of digital content from broad and diverse sources during a time of limited resources, conflicting priorities, growth and change at the Gallery

Key relationships

Who	Why
Internal	
Reporting Manager	<ul style="list-style-type: none"> • Receive guidance and provide regular updates on key issues and priorities • Provide advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Conservation	<ul style="list-style-type: none"> • Work collaboratively to contribute to achieving program outcomes • Consult with the conservation team on conservation processes for digitisation and digital preservation issues
Divisional departments and teams	<ul style="list-style-type: none"> • Work collaboratively to assist with the preservation of digital collection items. • Support the development of digital workflows and their continued improvement
Other internal stakeholders	<ul style="list-style-type: none"> • Identify system or process needs to support the digitisation program • Work collaboratively to assist with the preservation of digital assets • Support the development of digital workflows
External	
External stakeholders	<ul style="list-style-type: none"> • Keep up to date on current thinking and best practice in the digital preservation community

Role dimensions

Decision making

- Set priorities, schedules and deadlines and make day-to-day planning decision to achieve outcomes.

Reporting line

Digital Preservation Manager

Direct reports

Nil

Budget/Expenditure

n/a

Essential requirements

1. A relevant qualification or equivalent work experience.
2. Relevant experience working with digital data, metadata and systems within a repository or collection management context (such as libraries, galleries, museums, archives, or special collections)
3. Demonstrated knowledge of concepts, processes, and tools of digital preservation
4. Understanding of metadata standards and file formats with regards to long-term preservation
5. Demonstrated ability to research and resolve problems using a variety of digital preservation resources and tools, particularly in relation to technical issues
6. Demonstrated experience and understanding of Museum and Gallery collection management processes and standards
7. Good digital literacy with the ability to understand and adapt to a new digital infrastructure or platform quickly.





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

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	Foundational
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	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	Adept
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

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 Stay motivated when tasks become difficult
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> Focus on key points and speak in 'Plain English' Clearly explain and present ideas and arguments Listen to others when they are speaking and ask appropriate, respectful questions Promote the use of inclusive language and assist others to adjust where necessary Monitor own and others' non-verbal cues and adapt where necessary

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Work Collaboratively	Adept	<ul style="list-style-type: none"> • Write and prepare material that is well structured and easy to follow • Communicate routine technical information clearly • Encourage a culture that recognises the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Seek and apply specialist advice when required • Complete work tasks to agreed budgets, timeframes and standards • 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 • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed
Business Enablers Technology	Adept	<ul style="list-style-type: none"> • Identify opportunities to use a broad range of communications technologies to collaborate • Monitor compliance with cyber security and the use of technology policies • Identify ways to maximise the value of available technology to achieve business strategies and outcomes • Monitor compliance with the organisation's records, information and knowledge management requirements
Business Enablers Project management	Intermediate	<ul style="list-style-type: none"> • Perform basic research and analysis which others will use to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans