Role Description
Collection Digitisation Officer - CCEP

Cluster	Department of Enterprise, Investment and Trade
Agency	Australian Museum
Division/Branch/Unit	First Nations
Location	Sydney
Classification/Grade/Band	Clerk Grade 3-4
Role Number	51003155, (Ongoing); 51003156 (Temporary 4 years)
ANZSCO Code	399311
PCAT Code	1339151
Date of Approval	May 2022
Agency Website	https://australian.museum/

Agency overview

The Australian Museum (AM) is located on the traditional homelands of the Gadigal people. The Australian Museum acknowledges the Gadigal people as the custodians of the land, sky and waterways, paying respect to Elders past and present.

The AM operates within the NSW Department of Enterprise, Investment and 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

Collections Enhancement Project

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 Digitisation Officers - CCEP create high quality digital records of collection items using a range of photographic/imaging/video equipment and associated software. Digital assets produced will deliver electronic access to the collections and support long term preservation of the digital collection. The Collection Digitisation Officer - CCEP facilitates the delivery of digital imaging, video and photographic services as part of the Collection Enhancement Project.

Key accountabilities

- Ensuring that the project's technical digitising requirements are implemented and follow the standards set for digitising in the AM
- Use a range of professional capture devices, and associated software applications to produce high quality digital images of collection items, ensuring that technical specifications, service standards and business targets are met. Process, colour manage, name and create preservation master and derivative image files in line with established AM standards and specifications
- Use workflow tools to facilitate quality assurance and ingestion of files into the AM Digital Asset Management System (DAMS) and Collection Management System (EMu)
- Maintain technical knowledge of developments in photography, video and digital imaging to enhance skills, enable effective operation and identify opportunities to improve existing processes
- Contribute to project management by maintaining accurate up to date records and deliver clear and timely reporting

Key challenges

- Producing digital records from items held in the AM collection which meet quality requirements within project time frames
- Handling a diverse range of fragile, rare and valuable items in accordance with cultural and conservation guidelines while maintaining throughput and quality requirements
- Working collaboratively with team members and with Museum staff from various teams who are physically distributed across multiple sites

Key relationships

Who	Why
Internal	
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	• 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 with, as required
Australian Museum Staff	• Enhance collection access via digital output • Participate in meetings, share information and provide input on issues. Collaborate with, as required
External	
Australian Museum Visitors	• Representing the AM and its activities and policies

Role dimensions

Decision making

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.

Reporting line

- Manager, Digitisation (Cultural Collections, Archives and Library)

Direct reports

- N/A

Budget

- N/A

Knowledge and experience

- Experience with colour management, digital files, metadata and use of capture and processing software on both Windows and Macintosh platforms.
- Experience and in-depth understanding of digital asset and digital image management processes and systems and experience working with technical requirements of large-scale digitisation projects
- Understanding of culturally appropriate collection practices and cultural awareness to perform work processes that are culturally aware and appropriate. Capacity to embed ICIP into work practice.

- Adequate knowledge and experience to deliver the key Accountabilities and perform to the Focus Capabilities outlined in this Role Description.

Essential requirements

- Relevant technical qualifications and/or professional experience covering archival and documentary photography/imaging/video of heritage materials using professional photographic, video and scanning equipment.

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.

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 Display Resilience and Courage	Intermediate	• Be flexible and adaptable and respond quickly when situations change • Offer own opinion and raise challenging issues • Listen when ideas are challenged and respond appropriately • Work through challenges • Remain calm and focused in challenging situations
Personal Attributes Manage self	Intermediate	• 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 Work Collaboratively	Intermediate	• 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

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Results Deliver Results	Intermediate	• Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed
Business enablers Technology	Intermediate	• 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

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

COMPLEMENTARY CAPABILITIES			
Capability group/sets	**Capability name**	**Description**	**Level**
Personal Attributes	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	Intermediate
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational

Capability group/sets	Capability name	Description	Level
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
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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