Role Description
Digivol Applications Developer

Cluster	Enterprise, Investment & Trade
Agency	Australian Museum
Division/Branch/Unit	AMRI/Citizen Science and Expeditions
Role number	51002077
Classification/Grade/Band	Clerk 9/10
ANZSCO Code	261312
PCAT Code	1336492
Date of Approval	June 2024
Agency Website	https://australian.museum/

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 and present.

The Australian Museum (AM) operating within the NSW Department of Enterprise, Investment & Trade 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 22 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](.).

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 develop and implement software solutions to improve the performance of the DigiVol platform, fix known bugs and develop new functionality and features to support the evolving requirements of users and to meet the goals of the DigiVol Program as defined by the Australian Museum.

Key accountabilities

- Provide high level programming skills in problem solving, fixing bugs, and developing new functionality and features for the DigiVol website to meet the ever-increasing needs of the DigiVol environment.
- Develop documentation that enables sustainable management of the code base and ensures other programmers can understand and work with the code.
- Liaise with and coordinate stakeholders including Australian Museum staff and Atlas of Living Australia staff to determine the software development requirements and develop solutions.
- Lead the AM activities in relation to technical development of the DigiVol website, liaising and negotiating with the Atlas of Living Australia to document and resolve issues and coordinate site design and testing.
- Provide high level input to DigiVol related strategy development from a software and infrastructure development perspective.
- Provide guidance, leadership and direction to other programming staff and contractors on DigiVol related software development.

Key challenges

- To understand and identify issues and develop effective solutions to them in a suitable timeframe. This will require a creative and innovative approach to problem solving and a willingness and desire to achieve the best solutions.
- Maintain excellence in technology relevant to DigiVol to ensure DigiVol maintains its best practice status as an online digitisation platform.
- Working collaboratively with the Australian Museum and Atlas of Living Australia DigiVol teams to ensure needs of both organisations are met on time and within budget.

Key relationships

Who	Why
Internal	
Manager Citizen Science and Expeditions	- To ensure activities and projects are aligned with Branch, Divisional and organisational priorities - Line manager, assigns work, manages workloads, provides guidance. - Administrative approvals (time sheets, leave, purchasing, expenses)
Other Citizen Science and Expeditions Staff	- To maximise the effectiveness and efficiency of products activities and workflows implemented in the AM setting.
ICT Team	- To ensure workflow is in line with NSW Govt Cyber Security Policy
AM Collection and digitising staff	- Develop suitable software solutions for digitising collections
External	
Atlas of Living Australia	- To lead development and management of the DigiVol software code

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Role dimensions

Decision making

Clerk Grade 9/10
This role has autonomy and makes decisions that are under their direct control. It refers to a Manager decisions that require significant change to program outcomes or timeframes or are likely to escalate or require submission to a higher level of management. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes. This role submits reports, business cases and other forms of written advice with minimal input from the manager.

Reporting line

Manager Citizen Science and Expeditions

Direct reports

None

Budget/Expenditure

Budgets and expenditure are in accordance with the approved Annual Budget and financial delegations and procedures subject to project type and sponsoring business unit.

Key knowledge and experience

At least 3 years of experience in the application of the following technologies:
- Java & Grails technologies
- RDBMS, particularly MySQL or PostgreSQL
- ElasticSearch, Lucene, SOLR or other search index technology
- JSON and GeoJSON
- Struts, Struts2, Spring MVC or another MVC based development framework
- GitHub resource repositories

Essential requirements

- Relevant tertiary qualifications in Information Technology or a related discipline, or equivalent work experience

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.

FOCUS CAPABILITIES

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	• 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	Intermediate
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	• Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community	Adept
Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to **quality** outcomes	• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for	Adept

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FOCUS CAPABILITIES			
Capability group/sets	**Capability name**	**Behavioural indicators**	**Level**
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	• Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs	Intermediate
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team and unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate outcomes and adjust future plans accordingly	Adept
Business Enablers	**Technology** Understand and use available technologies to maximise efficiencies and effectiveness	• Champion the use of innovative technologies in the workplace • Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies • Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes • Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes • Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies	Advanced

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	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Results	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	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective project planning, coordination and control methods	Intermediate

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