

# Role Description

## Data Specialist



Cluster	Department of Premier and Cabinet
Agency	Australian Museum
Division/Branch/Unit	Australian Museum Research Institute/Digital Collections and Citizen Science
Location	Sydney
Classification/Grade/Band	Clerk Grade 3/4
Role Number	TBC
ANZSCO Code	262111
PCAT Code	128392
Date of Approval	December 2019
Agency Website	<a href="http://australianmuseum.net.au/">http://australianmuseum.net.au/</a>

### Agency overview

The Australian Museum (AM) operates within the NSW Department of Premier and Cabinet and was founded in 1827 and is the first museum in Australia. 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 purpose is to make nature, Indigenous cultures & science accessible and relevant to everyone.

For more information, visit the website.

### Primary purpose of the role

The purpose of this position is to undertake data cleaning in the AM's EMu database as part of the Collection Enhancement Project. The position will work closely with collection staff, barcoding staff and the EMu and DigiVol teams, to optimize the EMu data for purposes of data import and management as part of the AM Collection Enhancement Project.

### Key accountabilities

- Develop and apply processes for improving collection related data that meet AM strategic needs and data quality standards.
- Identifies issues arising from data cleaning process provides advice on rectifying them
- Communicates and liaises with key stakeholders across the Collection Enhancement Project to ensure data improvement processes contribute effectively and efficiently to the project outcomes.
- Analyse conflicting data improvement needs to provide the most effective outcome for the Collection Enhancement Project and the AM.

- Communicate technical data information with Collection Enhancement Project stakeholders to understand the data improvement needs of the AM and provide the most effective outcome for the Collection Enhancement Project and the AM.

## Key challenges

- Effectively communicate sometimes complex technical data information with Project stakeholders to aid in the understanding of data improvement needs to provide the most effective outcome for the Collection Enhancement Project and the AM.

## Key relationships

Who	Why
<b>Internal</b>	
Manager Digital Collections and Citizen Science	<ul style="list-style-type: none"> <li>• To ensure activities and projects are aligned with Branch, Divisional and organisational priorities</li> <li>• Line manager, assigns work, manages workloads, provides guidance.</li> <li>• Administrative approvals (time sheets, leave, purchasing, expenses)</li> </ul>
Manager Life Sciences	<ul style="list-style-type: none"> <li>• To ensure activities and projects are aligned with Life Sciences and organisational priorities</li> </ul>
Digitising Coordinator	<ul style="list-style-type: none"> <li>• Ensure data cleaning processes meet the needs of the AM Digitising project.</li> </ul>
EMu Manager	<ul style="list-style-type: none"> <li>• Ensure digitising data practices comply with EMu data standards and protocols and procedures.</li> </ul>
AM Collection and Barcoding staff	<ul style="list-style-type: none"> <li>• Develop suitable processes and procedures for handling collections and applying and using barcodes</li> </ul>
<b>External</b>	
Project Stakeholders	<ul style="list-style-type: none"> <li>• Communicate technical data information</li> </ul>

## Role dimensions

### Decision making

Under the direction of the Manager Digital Collections and Citizen Science and supported by other DCCS staff, makes decisions about the day to day data cleaning tasks. This includes but is not limited to technical issues in relation to data, data quality, and monitoring and reporting issues and progress as required.

### Reporting line

The role holder reports to the Manager Digital Collections and Citizen Science

### Direct reports

N/A

### Budget/Expenditure

N/A

## Essential requirements





- Extensive data manipulation experience in a collection context or Tertiary degree or equivalent experience, in a relevant discipline
- Advanced skills in data manipulation in the EMu database system.
- Demonstrated experience with and/or understanding of museum collections
- Knowledge and experience in order to deliver the Key Accountabilities and perform to the Focus Capabilities outlined in this Role Description.

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

## 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> Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> <li>• Be flexible and adaptable and respond quickly when situations change</li> <li>• Offer own opinion and raise challenging issues</li> <li>• Listen when ideas are challenged and respond in a reasonable way</li> <li>• Work through challenges</li> <li>• Stay calm and focused in the face of challenging situations</li> </ul>
<b>Personal Attributes</b> Value Diversity	Foundational	<ul style="list-style-type: none"> <li>• Acknowledge and be responsive to diverse experiences, perspectives, values and beliefs</li> <li>• Be open to the inputs of others</li> <li>• Work to understand the perspectives of others</li> </ul>
<b>Relationships</b> Commit to Customer Service	Foundational	<ul style="list-style-type: none"> <li>• Understand the importance of customer service</li> <li>• Help customers understand the services that are available</li> <li>• Take responsibility for delivering services which meet customer requirements</li> <li>• Keep customers informed of progress and seek feedback to ensure their needs are met</li> <li>• Show respect, courtesy and fairness when interacting with customers</li> </ul>
<b>Results</b> 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>