

# Role Description

## Collection Manager Ornithology



Cluster	Department of Creative Industries, Tourism, Hospitality and Sport
Agency	Australian Museum
Division/Branch/Unit	AMRI, Life and GeoSciences, Terrestrial Vertebrates
Role number	51000865
Classification/Grade/Band	Scientific Officer Grade 3
ANZSCO Code	224212
PCAT Code	1119192
Date of Approval	October 2024
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 and 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 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 increase the impact of science at the Australian Museum by managing, developing and strategically planning for collection-based infrastructure at the Australian Museum and engage diverse audiences in the broader fields of science as part of the Australian Museum Research Institute (AMRI).

## Key accountabilities

- Contribute to the development of, and implement, a strategic collection infrastructure management plan, under the direction of the Branch Manager, Life and GeoSciences and the Group Manager, Terrestrial Vertebrates, in consultation with research and collections staff, in accordance with the Australian Museum Science Strategy.
- Manage collection infrastructure, including reporting on collections, financial management, shared facilities (including library, laboratory and field equipment) and administration of the loans system and all specimen transactions. In consultation with other group staff, evaluate collection access and loan requests (both internally and externally) and supervise their processing.
- Curate specimens, undertake collection inventories, database, and interpret data from a range of sources, interpret literature relevant to the collection to maintain relevance and undertake preparation, identification and analysis of specimens.
- Contribute to digitization activities within AMRI, including liaising with staff responsible for managing digitization projects involving natural science collections, to add-value to physical collection assets.
- Contribute to field expeditions, including as a leader, with staff, students, associates, visitors and volunteers from the Museum to strategically develop the Museum's collections infrastructure and profile.
- Facilitate and/or contribute to collaborations with other research agencies, museums and universities.
- Disseminate information about Australian birds (including non-Australian birds where appropriate), and the ornithological collections including through media and social media, answering enquiries, and undertaking specimen identifications, as well as contributing to the Museum's life-long learning strategy by contributing scientific knowledge and expertise to relevant learning platforms and educational programs.
- Supervise technical staff and volunteers and supervise access to the collections by visitors, volunteers, senior fellows and research associates at the Australian Museum.

## Key challenges

- Prioritising workloads in a demanding and often complex work environment, balancing competing demands from a diversity of internal and external stakeholders for research infrastructure access, exhibitions, visits, loans, donations and accessions with maintaining the integrity of the collection, its value and necessary collection management activities.
- Maintaining technical expertise, including administrative, statutory and scientific.
- Managing the collection within the limitations of budgets and staff resources while meeting statutory requirements such as workplace health and safety.

## Key relationships

Who	Why
<b>Internal</b>	
Associate Director AMRI (Branch Manager, Life and GeoSciences)	<ul style="list-style-type: none"> <li>• Branch manager, provides guidance, assigns tasks, requests data</li> </ul>
Group Manager, Terrestrial Vertebrates	<ul style="list-style-type: none"> <li>• Line manager and administrative approvals (time sheets, leave, purchasing, expenses), strategic guidance and direction</li> </ul>
Collections staff, volunteers in the Ornithology Collection	<ul style="list-style-type: none"> <li>• Direct supervision of collections staff and volunteers</li> </ul>
Staff in other areas (Includes other Collection Managers, Collections Care &	<ul style="list-style-type: none"> <li>• Contribute scientific knowledge and expertise in ornithology and ornithological collections</li> </ul>

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Conservation, Exhibitions and Education,  
Building Services, Finance, People &  
Culture, Marketing, Development, WHS,  
Visitor Services)

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### **External**

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Researchers and other stakeholders  
wishing to access the collections

- Promote and provide access to the collection within the limitations of resources and aligned with strategic directions for the Museum

End users wishing to access expertise or  
collections for statutory or commercial  
purposes

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## **Role dimensions**

### **Decision making**

The role holder carries out tasks with minimal supervision and is able to determine and set work priorities within the parameters determined by the Manager, Life and GeoSciences and the Group Manager, Terrestrial Vertebrates. The role holder makes decisions on how to balance workloads, workflows and other duties within the Ornithology collection. The role holder will make decisions on use, development and maintenance of the collections, day to day supervision of staff, building and managing budgets, and planning and implementation of field trips. The role holder implements decisions relating to employment of staff within the collection and Museum corporate strategies.

### **Reporting line**

The role holder reports to the Group Manager, Terrestrial Vertebrates.

### **Direct reports**

Variable. May include relevant technical officers and/or volunteers.

### **Budget/Expenditure**

Up to \$20,000 plus variable capital funding

### **Key knowledge and experience**

1. Knowledge of avian taxonomic research practices.
2. Experience in curation and management of collections and data including databasing.
3. Experience in the management and preparation of various kinds of avian specimens, including experience in different preparation methods and techniques of avian specimens in both the laboratory and in the field.
4. Well-developed skills and knowledge relevant to explaining the value and importance of natural history collections including giving informal tours of the collections to a range of audiences.
5. Well-developed knowledge and understanding of the application of Work Health and Safety (WH&S) legislation and regulations

## Essential Requirements

Tertiary qualifications in zoological sciences, preferably specialising in the relevant discipline (Ornithology).

## 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	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> <li>• Be flexible, show initiative and respond quickly when situations change</li> <li>• Give frank and honest feedback/advice</li> <li>• Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively</li> <li>• Raise and work through challenging issues and seek alternatives</li> <li>• Remain composed and calm under pressure and in challenging situations</li> </ul>	Adept
 Relationships	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>• Take responsibility for delivering high-quality customer-focused services</li> <li>• Design processes and policies based on the customer's point of view and needs</li> <li>• Understand and measure what is important to customers</li> <li>• Use data and information to monitor and improve customer service delivery</li> <li>• Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> <li>• Connect and collaborate with relevant customers within the community</li> </ul>	Adept
 Results	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes</li> <li>• Make sure staff understand expected goals and acknowledge staff success in achieving these</li> <li>• Identify resource needs and ensure goals are achieved within set budgets and deadlines</li> <li>• Use business data to evaluate outcomes and inform continuous improvement</li> <li>• Identify priorities that need to change and ensure the allocation of resources meets new business needs</li> <li>• Ensure that the financial implications of changed priorities are explicit and budgeted for</li> </ul>	Adept

## FOCUS CAPABILITIES






Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Business Enablers</p>	<p><b>Project Management</b></p> <p>Understand and apply effective project planning, coordination and control methods</p>	<ul style="list-style-type: none"> <li>• Perform basic research and analysis to inform and support the achievement of project deliverables</li> <li>• Contribute to developing project documentation and resource estimates</li> <li>• Contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate possible variances from project plans</li> </ul>	Intermediate
 <p>People Management</p>	<p><b>Manage and Develop People</b></p> <p>Engage and motivate staff, and develop capability and potential in others</p>	<ul style="list-style-type: none"> <li>• Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes</li> <li>• Adjust performance development processes to meet the diverse abilities and needs of individuals and teams</li> <li>• Develop work plans that consider capability, strengths and opportunities for development</li> <li>• Be aware of the influences of bias when managing team members</li> <li>• Seek feedback on own management capabilities and develop strategies to address any gaps</li> <li>• Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way</li> <li>• Monitor and report on team performance in line with established performance development frameworks</li> </ul>	Adept

### 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	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	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	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	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	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational