

# Role Description

## Digitising Technical Officer – Talent Pool



Cluster	Enterprise, Investment and Trade
Agency	Australian Museum
Division/Branch/Unit	Australian Museum Research Institute / Life and GeoSciences
Location	Sydney CBD
Classification/Grade/Band	Technical Officer Grade 1-2
Role Number	Insert role number
ANZSCO Code	Insert ANZSCO Code applicable to the role
PCAT Code	Insert PCAT Code applicable to the role
Date of Approval	September 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 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 increase the impact of science at the Australian Museum by undertaking technical work supporting the digitisation of the Australian Museum Natural Sciences collections as part of the Collection Enhancement Project (CEP). The position will be working in the natural science collections of the museum with fragile

specimens and/or specimens preserved in hazardous chemicals using appropriate WH&S procedures. They will be registering and imaging specimens to provide digital access to the collections.

## Key accountabilities

- Working with the CEP team and other Collections staff to digitise the museum's natural science collections. Day to day tasks include:
  - Handling and preparation of fragile specimens and specimens stored in ethanol or formalin.
  - Registration and data entry of specimens into the museum's relational database (EMu).
  - Imaging of high value specimens.
- Monitoring and reporting issues in a timely manner to ensure the digitising program operates efficiently and effectively.
- Assisting with the preparation of materials for the DigiVol program, working with the DigiVol team and DigiVol volunteers including providing training where necessary.
- Supporting the CEP by being a team player and participating in outreach activities.
- Assisting the Natural Sciences Digitisation Manager to ensure regular reporting is completed.

## Key challenges

- Undertaking repetitive tasks and working independently to manage the technical complexity of extensive collections, including curation of specimens/objects, working with relational databases and working with the digitisation team.
- Handling fragile specimens and specimens stored in hazardous chemicals while ensuring that the work is undertaken in accordance with WHS practices and procedures.

## Key relationships

Who	Why
<b>Internal</b>	
Natural Sciences Digitisation Manager	<ul style="list-style-type: none"> <li>• Has oversight and provides regular updates on key administrative and operational projects, issues and priorities.</li> <li>• Responds to requests for input on key issues.</li> </ul>
Natural Sciences Collection Enhancement Coordinator	<ul style="list-style-type: none"> <li>• Escalates issues, keeps informed, advises and receives instructions.</li> <li>• Administrative approvals (time sheets, leave, purchasing, expenses).</li> <li>• Provides leadership to the position.</li> </ul>
Collection Managers	<ul style="list-style-type: none"> <li>• Ensures activities and projects are aligned with Branch, Divisional and organisational priorities.</li> <li>• Assigns work, manages workloads, provides guidance.</li> </ul>
Associate Director AMRI	<ul style="list-style-type: none"> <li>• Has oversight and ensures activities and projects are aligned with Life Sciences and organisational priorities</li> <li>• Responds to requests for input on key issues.</li> </ul>
Conservation and Collection Care (CC&C)	<ul style="list-style-type: none"> <li>• Ensures activities and projects are aligned with CC&amp;C and organisational priorities.</li> </ul>
EMu Team	<ul style="list-style-type: none"> <li>• Ensures digitising data practices comply with EMu data standards and protocols and procedures.</li> </ul>
DigiVol staff and volunteers	<ul style="list-style-type: none"> <li>• Integrate DigiVol activities into the digitising process where applicable.</li> </ul>

Who	Why
<b>External</b>	
General public	<ul style="list-style-type: none"> <li>Receive communicate on the importance of science and the work of the Australian Museum.</li> </ul>

## Role dimensions

### Decision making

- This role is accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes. The role holder will refer matters that require a wider range of knowledge of expertise to a team leader or collection staff. The role holder will exercise good judgement at all times.

### Reporting line

- Natural Sciences Digitisation Manager or Natural Sciences Collection Enhancement Coordinator.

### Direct reports

- None

## Knowledge and Experience

- Demonstrated capacity to support collection staff in the maintenance and curation of the collection including the ability to handle fragile specimens/objects and labels and experience in, or willingness to handle chemicals, including ethanol and formalin.
- Demonstrated experience in working with collection database systems.
- Demonstrated experience in imaging (e.g. taking high quality photographs) of collection specimens/objects.
- Demonstrated basic knowledge and understanding of the application of Work Health and Safety (WH&S) legislation and regulations.
- Adequate knowledge and experience in order to deliver the Key Accountabilities and perform to the Focus Capabilities outlined in the relevant Role Description.

## Essential requirements





- At minimum, TAFE qualifications in a relevant field, or equivalent experience in working with a natural science collection discipline (Arachnology, Entomology, Herpetology, Ichthyology, Malacology, Marine Invertebrates, Mammalogy, Mineralogy, Ornithology or Palaeontology).

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

### 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	Foundational	<ul style="list-style-type: none"> <li>Be open to new ideas and approaches</li> <li>Offer own opinion, ask questions and make suggestions</li> <li>Adapt well to new situations</li> <li>Do not give up easily when problems arise</li> <li>Stay calm in challenging situations</li> </ul>
<b>Relationships</b> Communicate Effectively	Intermediate	<ul style="list-style-type: none"> <li>Focus on key points and speak in 'Plain English'</li> <li>Clearly explain and present ideas and arguments</li> <li>Listen to others when they are speaking and ask appropriate, respectful questions</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Prepare written material that is well structured and easy to follow by the intended audience</li> <li>Communicate routine technical information clearly</li> </ul>
<b>Relationships</b> Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> <li>Support a culture of quality customer service in the organisation</li> <li>Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>Identify and respond quickly to customer needs</li> <li>Consider customer service requirements and develop solutions to meet needs</li> <li>Resolve complex customer issues and needs</li> <li>Co-operate across work areas to improve outcomes for customers</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Build a supportive and co-operative team environment</li> <li>Share information and learning across teams</li> <li>Acknowledge outcomes which were achieved by effective collaboration</li> <li>Engage other teams/units to share information and solve issues and problems jointly</li> <li>Support others in challenging situations</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>
<b>Business Enablers</b> Technology	Intermediate	<ul style="list-style-type: none"> <li>Apply computer applications that enable performance of more complex tasks</li> <li>Apply practical skills in the use of relevant technology</li> <li>Make effective use of records, information and knowledge management functions and systems</li> <li>Understand and comply with information and communications security and acceptable use policies</li> <li>Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies</li> </ul>