

Role Description

Conservator



Cluster	Enterprise, Investment & Trade
Agency	Australian Museum
Division/Branch/Unit	Australian Museum Research Institute/Collection Care and Conservation
Role Number	N/A
Classification/Grade/Band	Conservator Grade 1/2
ANZSCO Code	234911
PCAT Code	1119192
Date of Approval	May 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.

Collection Care and Conservation is responsible for providing materials conservation services, advice, and recommendations to effectively document and maintain the Museum's collections in optimal condition through preventive conservation and treatment programs, and consultation.

Primary purpose of the role

To ensure optimal long-term collection care and conservation for the Australian Museum Collections. Apply best practice to undertake conservation assessments and treatments of collection material and prepare full

documentation. Implement improvement of collection storage systems, carry out the preparation of collection material for loans and exhibitions, and maintain aspects of the Museum’s preventive conservation programs with minimum supervision. To work with other museums, stakeholders, and the public on the care of cultural and scientific heritage.

Key accountabilities

- Work in an interdisciplinary manner across project teams and Museum initiatives and contribute to the realisation of the Australian Museum’s vision, mission, and strategic direction.
- Adhere to all obligations, responsibilities, and legislative requirements under current Work Health & Safety (WHS) Acts and Regulations, ensuring all areas under supervision are monitored for WH&S risks and hazards and are reviewed regularly.
- Assess and record conservation and preservation needs, participate in optimal preventive conservation activities and procedures, and assist in the identification and management of hazards present in the Museum collections
- Undertake established basic and intermediate level conservation treatments, both preventive and interventive, on the Museum's collections, with minimum supervision and maintain appropriate records to professional standards.
- Assist the Manager and Senior Conservators, Collection Care and Conservation with relevant operational planning processes and policy development and contribute to the implementation of the Museum’s strategic plan
- In collaboration with other stakeholders, ensure the safety, security, location control and maintenance of objects on display and on storage
- Undertake survey work associated with the risk assessments for collections and compile the results to allow comparative analysis of threats to collection materials
- Provide training and advice for both Museum staff and staff of other organisations in relevant conservation practices and procedures

Key challenges

- Prioritise and plan tasks, examine problems, and develop solutions which fit timelines and stakeholder needs
- Perform ethical and effective conservation work to highest standards within available timelines and resources
- Adhere to Branch policies and guidelines and collaborate effectively with all staff, seeking guidance from Supervisor or Manager as appropriate

Key relationships

Who	Why
Internal	
Manager, Collections Care & Conservation	<ul style="list-style-type: none"> • Attends and actively participates in regular meetings to discuss work priorities, and any related issues. Seeks guidance and advice on any aspect of the work
Collection Care and Conservation team	<ul style="list-style-type: none"> • Consults and discusses daily activities. Planning team activities • Contributes to problem solving, process improvement, and planning
Internal stakeholders	<ul style="list-style-type: none"> • Engage in consultation as necessary. Provide advice and recommendations required for exhibitions and collection care.

Who	Why
External stakeholders and the public	<ul style="list-style-type: none"> • Provide advice and information about conservation. Promote the work of the museum.

Role dimensions

Decision making

This role has 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.

Exercises independence in setting day to day priorities, routine planning and choice of techniques, materials and equipment and within the unit's work plan and agreed priorities and deadlines. Is accountable for delivery of conservation services working within approved plans, budget and quality standards

Refers to supervisor for decisions that require change to operations or programs; that are likely to escalate; cause undue risk; create substantial precedent; or are outside of delegation limits. Contributes to problem solving, process improvement and planning within the team. Develops treatment proposals and consults with supervisor and team members over complex or unfamiliar problems.

Reporting line

This role reports to the Manager, Collection Care and Conservation. As team member for specific projects, the role reports to the project leader

Direct reports

N/A

Budget/Expenditure

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

Key knowledge and experience

- Experience in materials conservation, conservation techniques, related scientific processes, and the application of conservation ethics, as accepted by the Australian Institute for the Conservation of Cultural Materials.
- Cultural competency skills: awareness of the protocols when working with diverse cultural material and interpersonal skills when engaging with internal and external stakeholders of diverse backgrounds.

Essential requirements





Tertiary qualifications in materials conservation; OR an appropriate qualification in a related field, together with two years relevant conservation experience working under the supervision of an experienced, qualified conservator; OR a minimum of five years conservation experience working under the supervision of an experienced, qualified conservator.

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.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	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
Personal Attributes Display resilience and courage	Foundational	<ul style="list-style-type: none"> Be open to new ideas and approaches Offer own opinion, ask questions and make suggestions Adapt well to new situations Do not give up easily when problems arise
Manage self	Intermediate	<ul style="list-style-type: none"> Remain calm in challenging situations Adapt exiting skills to new situations

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • 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 Communicate Effectively	Intermediate	<ul style="list-style-type: none"> • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Promote the use of inclusive language and assist others to adjust where necessary • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Write and prepare material that is well structured and easy to follow • Communicate routine technical information clearly
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others
Results Deliver Results	Foundational	<ul style="list-style-type: none"> • Seek clarification when unsure of work tasks • Complete own work tasks under guidance, within set budgets, timeframes and standards • Take the initiative to progress own work • Identify resources needed to complete allocated work tasks
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out 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
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> • 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies.
