

Role Description

Conservator



Cluster	NSW Department of Premier & Cabinet
Agency	Australian Museum
Division/Branch/Unit	Australian Museum Research Institute
Classification/Grade/Band	Conservator Grade 1/2
Kind of Employment	Ongoing Full Time
Role Number	TBA
ANZSCO Code	234911
PCAT Code	1119192
Date of Approval	May 2019
Agency Website	www.australianmuseum.net.au

Agency overview The Australian Museum (AM) operates within the NSW Department of Premier & Cabinet. The AM 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 19.5 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 and science accessible and relevant to everyone

For more information, visit the website.

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, undertake research 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.
- Coordinate Collection care & Conservation projects and programs and organise resources and implement the necessary action.
- Assist the Manager, 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

Key challenges

- Ability to prioritise, plan and examine problems to develop solutions and meet project deadlines within budget whilst working collaboratively with other Museum staff across multiple sites
- Perform ethical and effective conservation work to highest standards within available timelines and resources
- Effectively balance the requirements for Collections access and display with those of security and preservation as well as Identifying issues adversely impacting on Collections and Collection Care and Conservation services and the development and implementation of strategies to overcome them.

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
Collections Care & Conservation Team	<ul style="list-style-type: none"> • Consults and discusses daily activities. Participates in planning team activities • Contributes to problem solving, process improvement and planning within the team. <p>Develops treatment proposals and consults with supervisor and team members over complex or unfamiliar problems.</p>
Collection staff and exhibitions staff	<ul style="list-style-type: none"> • Assist in providing training and advice in collection care. Provide conservation services for exhibition installations. Provides a range of preventive conservation input required for exhibition preparation and collection care.
External	
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

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

Reporting line

This role reports to the Manager, Collections Care & Conservation

As team member for specific projects, the role reports to the project leader.

Direct reports

Interns for specific projects

Budget/Expenditure

N/A

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.
- Knowledge of national and international conservation frameworks, ethics and issues relevant to the conservation of scientific and cultural collections.
- Experience in materials conservation, conservation techniques, related scientific processes and the characteristics of materials and their deterioration processes.
- Considerable experience in communications across project teams and stakeholders (written and verbal); preparing high quality documentation and reports within a multidisciplinary organization
- Demonstrated ability to plan, schedule and manage projects with a range of stakeholders
- Adequate knowledge and experience in order to deliver the Key Accountabilities and perform to the Focus Capabilities outlined in this Role Description.
- Willingness to travel between Australian Museum Collection sites





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

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	Intermediate	<ul style="list-style-type: none"> • Be flexible and adaptable and respond quickly when situations change • Offer own opinion and raise challenging issues • Listen when ideas are challenged and respond in a reasonable way • Work through challenges • Stay calm and focused in the face of challenging situations
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> Recognise and report misconduct, illegal or inappropriate behaviour Report and manage apparent conflicts of interest Support a culture of quality customer service in the organisation Demonstrate a thorough knowledge of the services provided and relay to customers Identify and respond quickly to customer needs Consider customer service requirements and develop solutions to meet needs Resolve complex customer issues and needs Co-operate across work areas to improve outcomes for customers
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Deliver Results	Adept	<ul style="list-style-type: none"> Take responsibility for delivering on intended outcomes Make sure team/unit staff understand expected goals and acknowledge success Identify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new business needs Ensure financial implications of changed priorities are explicit and budgeted for Use own expertise and seek others' expertise to achieve work outcomes
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Take responsibility and be accountable for own actions Understand delegations and act within authority levels Identify and follow safe work practices, and be vigilant about their application by self and others Be alert to risks that might impact the completion of an activity and escalate these when identified Use financial and other resources responsibly
Business Enablers Technology	Foundational	<ul style="list-style-type: none"> Display familiarity and confidence in the use of core office software applications or other technology used in role Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation Understand information, communication and document control policies and systems, and security protocols Comply with policies on acceptable use of technology

