

# Role Description

## Barcoding and Site Manager - AMRI



Cluster	NSW Department of Premier & Cabinet
Agency	Australian Museum
Division/Branch/Unit	Australian Museum Research Institute
Location	Sydney CBD
Classification/Grade/Band	Clerk 9/10
Kind of Employment	Ongoing
ANZSCO Code	511112
Role Number	TBC
PCAT Code	2229191
Date of Approval	December 2019
Agency Website	<a href="http://australianmuseum.net.au/">http://australianmuseum.net.au/</a>

### 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 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 and science accessible and relevant to everyone.

For more information, visit the [website](#).

### Primary purpose of the role

The Barcoding and Site Manager - AMRI is responsible for leading a project team to establish barcoding of the Australian Museum's collections and overseeing the off-site storage facilities.

### Key accountabilities

With a focus on Collections Infrastructure barcoding and management of off-site storage as required:

- Project management and provide support services associated with the planning, preparation of the physical barcoding of museum collections, including preparation of reports, proposal and briefs, coordinating resources, maintaining project documentation and implementing and monitoring project plans, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope.
- Lead a small team and volunteers to undertake physical barcoding of museum collections;
- Establish and maintain stakeholder relationships through effective communication, negotiation and issues management to engage stakeholders and ensure barcoding project deliverables are met
- Work with AM collection managers to apply barcoding methodologies and management of off-site collections;
- Manage the access to, arrangement of and logistical handling of collections in off-site storage;
- Liaise with Corporate Resources on facility maintenance, security and equipment at off-site storage; and

- Provide high level advice, written correspondence and documentation as well as support to the project development and delivery in line with established plans, budgets, timeframes, policy objectives and other project and priorities documents for the Director, AMRI, the CFO and the Director and CEO.

### Key challenges

- Delivering a range of project coordination and support services, given tight deadlines, limited resources and the need to manage competing priorities
- Barcoding the primary natural history collection locations by project deadlines June 2030;

### Key relationships

Who	Why
<b>Internal</b>	
Manager, Life and Geoscience	<ul style="list-style-type: none"> <li>• Provide expert advice, assistance and support.</li> <li>• Escalate issues, keep informed, advise and receive instructions.</li> <li>• Manage and provide regular updates on key administrative and operational projects, issues and priorities.</li> <li>• Respond to requests for input on key issues.</li> </ul>
Facility Owners	<ul style="list-style-type: none"> <li>• Represent the Australian Museum on facility consultative boards</li> </ul>
Facilities/Security	<ul style="list-style-type: none"> <li>• Advise of equipment servicing, repairs and security issues</li> </ul>
Collection Managers	<ul style="list-style-type: none"> <li>• Direct storage and access to off-site collections</li> <li>• Direct implementation of bar-coding</li> </ul>
Director, AMRI	<ul style="list-style-type: none"> <li>• Provide strategic advice</li> </ul>
Director, Engagement, Exhibitions and Cultural Connections	<ul style="list-style-type: none"> <li>• Provide strategic advice</li> </ul>
Project Team	<ul style="list-style-type: none"> <li>• Provide direction and manage performance.</li> <li>• Review work and proposals of team members.</li> <li>• Workforce development</li> </ul>
Museum Staff (Agency Staff)	<ul style="list-style-type: none"> <li>• Provide services that support organisational objectives</li> </ul>

### Role dimensions

#### Decision making

- The position holder will operate to the Manager, Life and Geosciences with operational delegation for the count.

#### Reporting line

- The Manager, Life and Geosciences; the Director, AMRI.

## Direct reports

- A team of between one and three technical officers.

## Budget/Expenditure

Budget is \$20,000 per annum (delegation \$5,000)

## Essential requirements




1. Demonstrated experience with Government, Industry and Stakeholder liaison, negotiation and project establishment.
2. Demonstrated experience at barcoding functions in museum collections and familiarity with natural history collections in a major collection.
3. Adequate 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
 Personal Attributes	<b>Display Resilience and Courage</b>	<b>Adept</b>
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	<b>Commit to Customer Service</b>	<b>Adept</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	<b>Influence and Negotiate</b>	<b>Adept</b>
 Results	<b>Deliver Results</b>	<b>Adept</b>
	<b>Plan and Prioritise</b>	<b>Advanced</b>
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Advanced</b>
 People Management	<b>Manage and Develop People</b>	<b>Adept</b>
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Adept

## 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	Adept	<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>Keep control of own emotions and stay calm under pressure and in challenging situations</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Tailor communication to the audience</li> <li>Clearly explain complex concepts and arguments to individuals and groups</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Create opportunities for others to be heard</li> <li>Actively listen to others and clarify own understanding</li> <li>Write fluently in a range of styles and formats</li> </ul>
<b>Relationships</b> Commit to Customer Service	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering high quality customer-focused services</li> <li>Understand customer perspectives and ensure responsiveness to their needs</li> <li>Identify customer service needs and implement solutions</li> <li>Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>Maintain relationships with key customers in area of expertise</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>Connect and collaborate with relevant stakeholders within the community</li> <li>Encourage a culture of recognising the value of collaboration</li> <li>Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>Share lessons learned across teams/units</li> <li>Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>Negotiate from an informed and credible position</li> <li>Lead and facilitate productive discussions with staff and stakeholders</li> <li>Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>Recognise and explain the need for compromise</li> <li>Influence others with a fair and considered approach and sound arguments</li> <li>Show sensitivity and understanding in resolving conflicts and differences</li> <li>Manage challenging relations with internal and external stakeholders</li> <li>Pre-empt and minimise conflict</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering on intended outcomes</li> <li>Make sure team/unit staff understand expected goals and acknowledge success</li> <li>Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Plan and Prioritise	Advanced	<ul style="list-style-type: none"> <li>Understand the links between the business unit, organisation and the whole-of-government agenda</li> <li>Ensure business plan goals are clear and appropriate including contingency provisions</li> <li>Monitor progress of initiatives and make necessary adjustments</li> <li>Anticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriately</li> <li>Consider the implications of a wide range of complex issues, and shift business priorities when necessary</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Business Enablers</b> Project Management	Advanced	<ul style="list-style-type: none"> <li>Undertake planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning</li> <li>Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts</li> <li>Access key subject-matter experts' knowledge to inform project plans and directions</li> <li>Implement effective stakeholder engagement and communications strategy for all stages of projects</li> <li>Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning</li> <li>Develop effective strategies to remedy variances from project plans, and minimise impacts</li> <li>Manage transitions between project stages and ensure that changes are consistent with organisational goals</li> </ul>
<b>People Management</b> Manage and Develop People	Adept	<ul style="list-style-type: none"> <li>Define and clearly communicate roles and responsibilities to achieve team/unit outcome</li> <li>Negotiate clear performance standards and monitor progress</li> <li>Develop team/unit plans that take into account team capability, strengths and opportunities for development</li> <li>Provide regular constructive feedback to build on strengths and achieve results</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 performance of team in line with established performance development frameworks</li> </ul>